



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
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www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: MAY 12, 2016
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on May 18, 2016 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Resident Parking on South Prospect St
4. Memorial Auditorium Meter Reduction
5. Tactical Urbanism Presentation & Input
6. E911 Coordinator & Street Numbering Authority
7. Draft FY'17 Key Initiatives
8. Draft Minutes of 4-20-16

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: May 12, 2016
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 18, 2016**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum
- 4 5 Min Consent Agenda
 - A Traffic Request Status Report
 - B No Parking Here to Corner Signs on Manhattan Dr.
 - C Loading Zone Removal at 145 N. Winooski Ave
 - D 15 Minute Parking Removal at 272 Church St
 - E Resident Parking Eligibility Amendment on Colchester Ave

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- 5 15 Min Memorial Auditorium Meter Reduction
A Communication, M. Keenan
B Commissioner Discussion
D Public Comment
E Action Requested – Vote
- 6 10 Min Tactical Urbanism Presentation & Input
A Communication, N. Losch
B Commissioner Discussion
D Public Comment
E Action Requested –Vote
- 7 15 Min E911 Coordinator & Street Numbering Authority
A Communication, C. Spencer
B Commissioner Discussion
D Public Comment
E Action Requested –Vote
- 8 15 Min Draft FY'17 Key Initiatives
A Communication, C. Spencer
B Commissioner Discussion
D Public Comment
E Action Requested – None
- 9 5 Min Draft Minutes of 4-20-16
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – June 15, 2016**



MEMORANDUM

May 11, 2016

TO: Public Works Commission
FROM: Damian Roy, DPW Engineering Technician
CC: Norman Baldwin, City Engineer
RE: State of Traffic Request for Service Backlog

STATE OF TRAFFIC RFS BACKLOG

RFS BREAKDOWN BY TYPE

Accessible Space:	3
Resident Only Parking:	15
Crosswalks:	15
Driveway Encroachments:	15
Signage:	18
Loading Zone:	4
Area/Intersection Study:	4
Parking Prohibition:	10
Bus Stop:	
Geometric Issues:	3
Parking Meters:	2
Other:	
<hr/>	
TOTAL:	89

NB 5/11/16



MEMORANDUM

May 6, 2016

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician
CC: Norman Baldwin, City Engineer
RE: "No Parking Here to Corner" signs on Manhattan Drive

Background:

The Department of Public Works (DPW) received an anonymous request via SeeClickFix on April 22nd 2015 to install "No Parking Here to Corner" (NPHTC) signs on Manhattan Drive to increase sightlines for drivers exiting Volz, Ward, and Pikin when entering Manhattan Drive. Staff, under the authority of:

20-55 General prohibitions.

(a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic sign or except momentarily to pick up or discharge a passenger:

(12) In any area designated "No Parking Here to Corner."

and:

(b) No person shall park any vehicle at any time:

(1) On any street within fifty (50) feet of the curbline of another street, or within such other distance as the traffic commission shall, based upon existing traffic conditions and sight lines at intersections, determine and cause to be indicated as provided in section 20-53;

installed NPHTC signs along Manhattan Drive 50 feet from the corners of the cross streets Volz, Ward, and Pitkin. As unrestricted parking had extended to the physical corners of these cross streets, this action resulted in the loss of an estimated 5 parking spaces along Manhattan Drive. Shortly after these signs were installed, unknown persons removed the two signs at Volz St. and

AB 5/7/16

one sign east of Pitkin St. This resulted in subsequent inquiries to staff from residents concerned with what the parking regulations should be. Staff is presenting this item as an informative communication to explain to the public and the Commission why these signs are necessary. Manhattan Drive residents will also have a forum to voice their concerns about the lost parking vs. the increased sight lines. It is Staff's hope that with the full public process exercised that the signs won't then be illegally removed.

Observations:

- **Traffic Volumes.** This section of Manhattan Drive west of Route 127 is residential and receives relatively light traffic with VTrans' 2009 traffic counts showing an AADT of 1000 vehicles. Volz Street is a dead end street providing access to ten residential properties and Pitkin Street is also residential with a VTrans' 2009 AADT of 300 vehicles.
- **Sightlines.** Existing sightlines for drivers exiting Volz Street is 66' to the west and 59' to the east when vehicles are parked up to the intersection. Existing sightlines for drivers exiting Pitkin Street is 304' to the west and 93' to the east when vehicles are parked up to the corner. Sightlines in both directions when exiting Volz and in the east direction when exiting Pitkin are well below MUTCD standards of 155' on roads with posted speed limits of 25 MPH.
- **Parking.** Staff has identified 24 existing on-street parking spaces on Manhattan Drive between Washington Street and Park Street assuming 8' by 20' parking spaces. If DPW installs the NPHTC signs in the three locations where sightlines are challenged, then 21 on-street parking spaces would remain. There are 19 properties on Manhattan Drive from Washington to Park, each property contains a driveway.
- **Public Outreach.** Staff distributed flyers to the residents of Manhattan Dr. between Washington and Park explaining the request to install NPHTC signs, the resulting loss of parking, and inviting their support or opposition to the request. Staff received responses from four residents whose positions are mixed. See attached email and phone calls summaries.

Conclusions:

The sightlines when exiting Volz Street in both directions and when exiting Pitkin in the east direction are challenging and well below standards. If NPHTC signs are installed then these sightlines would be increased to meet standards with the exception of the westerly direction at Volz Street which would be increased from 66' to 134'. While still below standard, this is a significant improvement from the existing condition. With residential support inconclusive, staff recommends installing the NPHTC signs at the indicated locations.

Recommendations:

Staff recommends that the Commission support:

- The installation of "No Parking Here to Corner" signs 50 feet to the west and east of Volz Street and 50 feet to the east of Pitkin Street.



Manhattan Drive
Parking and Sight Lines
Existing Conditions



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0486 (Fax)

DESIGNED DRR	RTS NO. VARIOUS
DRAWN DRR	SCALE NTS
CHECKED HJB	DRAWING NO.
DATE 5/3/2015	SHEET 1 OF 1



Manhattan Drive
Parking and Sight Lines
Proposed Conditions



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645 PINE STREET
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(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	R/S NO. NTS
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 4/21/2015	SHEET 1 OF 1

Requests for Service (/Main.aspx)

#7366 Assigned

New

Assigned to: Damian Roy**Requested by:**

Technical Services

Traffic Requests

See,Click,Fix

Opened: 5/21/2015**Entered By:** SeeClickFix

8:49:51 PM

Due: 5/24/2015 8:49:51 PM

Location: 135 1/2 Manhattan Drive Burlington, Vermont
missing sign

Work History[Add Work History](#)

It looked like "no parking here to corner" signs were put up along Manhattan Drive, and now they're disappearing one by one. Is parking really allowed on the side of the street between Pitkin and Park? The sign on the south corner of Volz Street is still missing too.

No Work History

[View SeeClickFix](#)

Attachments

No Attachments

[Browse...](#) No file selected.[Upload Attachment](#)

Requests for Service (/Main.aspx)

#9929 Assigned New

Technical Services Traffic Requests

Location: 132-150 Manhattan Parkway

The south side of Manhattan is clearly signed as "no parking this side" once you get east of N. Champlain. It is unclear / unsigned between Ward & N. Champlain, and sometimes cars are parked almost right up to the intersection at Manhattan & Park. Not sure if parking is actually permitted, or if signage is missing.

Attachments

No Attachments

Browse... No file selected.

Upload Attachment

Assigned to: Damian Roy Requested by: See Click Fix

Opened: 1/11/2016

Entered By: Valerie Ducharme

Due: 1/18/2016

Work History

Add Work History

No Work History

Requests for Service (/Main.aspx)

#6830

Assigned

New

Technical Services

Traffic Requests

Location:

56-130 Manhattan Drive Burlington, Vermont

parking signs

Manhattan Drive needs "no parking here to corner" signs where it intersects Pitkin, Ward and Volz streets.

View SeeClickFix

Assigned to:

Damian Roy

Requested by:

See,Click,Fix

Opened:

4/22/2015 9:06:54 PM

Due:

4/25/2015 9:06:54 PM

Entered By:

SeeClickFix

Work History

Add Work History

No Work History

Attachments

No Attachments

Browse...

No file selected.

Upload Attachment

Requests for Service (/Main.aspx)

#7047

Assigned

Investigation

Technical Services

Traffic Requests

Location: 135 1/2 Manhattan Dr Burlington, Vermont

New parking sign

Should have all least one parking spot

Attachments

Attach Date	Staff	Attachment
05/06/2015 12:13 PM	SeeClickFix	View File (https://seeclickfix.com/files/issue_images/0032/1182/SCF__20150505_160101-255105785.jpg)
<div>Browse... No file selected.</div> <div>Upload Attachment</div>		

Assigned to: Damian Roy **Requested by:** See,Click,Fix

Opened: 5/5/2015 4:07:12 PM **Entered By:** SeeClickFix

Due: 5/8/2015 4:07:12 PM

Work History Add Work History

Date	Staff Person	Description
05/07/2015	Valerie Ducharme	assigned to Damian Details
05/07/2015	Billy Burns	We put this sign up because Damion from our Engineering Group said to do so because of sight problems and cars parking at corners. We will not be moving the sign unless the Engineering staff tells us to do so. Details
05/06/2015	Valerie Ducharme	move the sign back towards the corner more so there is enough room for one parking spot- from originator Details
05/06/2015	Valerie Ducharme	Please advise if Damain should see this first Details

Requests for Service (/Main.aspx)

#7085

Assigned

New

Technical Services

Traffic Requests

Location: Volz Street Burlington, Vermont

Other

Possible removed "no parking here to corner" sign?
Signs were placed at the intersections of Manhattan Drive with Volz, Ward and Pitkin streets. There is an empty hole on the southern corner of Volz and Manhattan.

View SeeClickFix

Attachments

No Attachments

Browse...

No file selected.

Upload Attachment

Assigned to: Damian Roy

Requested by: See,Click,Fix

Opened: 5/7/2015 2:16:43 PM

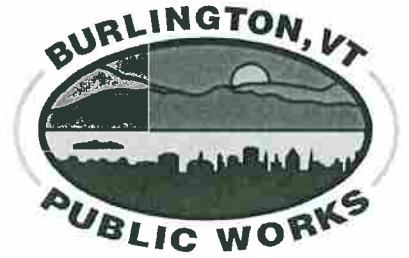
Entered By: SeeClickFix

Due: 5/10/2015 2:16:43 PM

Work History

Add Work History

No Work History



Dear Manhattan Drive Residents,

The Department of Public Works (DPW) attempted to install "No Parking Here to Corner" signs along Manhattan Drive adjacent to the cross streets some time ago. This was done to increase driver's sight distance to on-coming traffic when trying to get onto Manhattan Drive. Of course by increasing sight distances parking spaces were lost. As a result some of these signs were removed by unauthorized persons. DPW staff would like to replace these signs that were removed but would like to involve the residents of Manhattan Drive to gauge the level of support or opposition to this action.

Staff is seeking to install two signs on Manhattan Drive on both sides of the intersection of Volz Street and one sign east of the intersection of Pitkin Street. Staff estimates the loss of three (3) parking spaces if these signs were installed.

If you support or oppose the city installing these signs then please contact me by phone or email by Tuesday May 3rd.

Thank you and feel free to contact me with any questions or comments.

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Email: droy@burlingtonvt.gov

Phone calls and messages for Manhattan Dr.

- George (862-8899) called to offer support for the NPHTC sign at Pitkin and opposition for the two signs at Volz. He says that there is not enough traffic coming out of Volz to warrant the loss of parking. He also expressed concern over the crosswalk at Park Street asking about RRFBs, I told him that because this was a controlled intersection that installing an RRFB was unlikely and that a pedestrian phase would be the more likely scenario. He also asked about a dedicated left turn from Manhattan onto 127. I directed him to contact Dave Garen.
- Elaine Gadne of 59 Manhattan Dr. (497-0360) called to say that she is opposed to the signs on Volz St. as she would lose a parking space in front of her house. Ms. Gadne does have two driveways, one of Volz and one on Manhattan. She says that parking is bad enough and that installing the signs will not help with sight lines enough.
- Ron Logsdon, 235 Park St unit#2 (652-1009) called to say that he supports the NPHTC corner signs on Manhattan Dr. He also inquired about the city's policy on driveway encroachment saying that 235 Park's driveway is often encroached. Staff informed him of the active D.E. pilot study and what the possible results of it might be.

Damian Roy

From: Richard Tonn <rltonn@burlingtontelecom.net>
Sent: Monday, May 02, 2016 9:51 PM
To: Damian Roy
Subject: Fwd: MANHATTAN DRIVE PARKING CONTROL LETTER

Hi, Mr. Roy,

I sent you the letter forwarded below on May 29th, but now I have to admit I was wrong about there being no need for any "No Parking to Corner" signs. The day I sent you that letter, I noticed a car parked very, very close to the same corner where I want a "no right on red" sign. The car hasn't moved since, and nicely blocks a lane usually open for right-turning vehicles !

Mia culpa, please do your thing.

RT

Begin forwarded message:

From: Richard Tonn <rltonn@burlingtontelecom.net>
Date: April 29, 2016 12:49:30 PM EDT
To: droy@burlingtonvt.gov
Subject: MANHATTAN DRIVE PARKING CONTROL LETTER

Mr Roy,

Thank you for your letter. So glad I finally read it! As a resident on Manhattan Drive., I oppose your installation of the referenced signs even though I rarely use any street parking. As someone who drives about this area daily, I can't see any real need for it - (BUT PLEASE READ THE NEXT PARAGRAPH). . .

. . . HOWEVER, there is a crying need for a different sign. Two years ago I requested one at the intersection of the interval highway and Manhattan Drive. This intersection needs a "No Right On Red" sign prominently posted on Manhattan Drive where one makes a right turn on to Park Street. At that point Park is one-way south. There is a traffic light there, of course.

. . . Southbound Intervale traffic blasts straight through that intersection onto Park, some times at 50 mph. Underbrush behind the wire fence on the the interval highway near that intersection blocks the view of oncoming cars from cars on M/Dr waiting to turn right onto Park. That underbrush needs cutting more than once per year, but is usually not cut at all. There will be a horrific accident there if there hasn't been one already.

Just one sign there. Please.

Richard Tonn
81A Manhattan Drive
802 777-0234



MEMORANDUM

May 3, 2016

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician
CC: Norman Baldwin, City Engineer
RE: Loading Zone removal on North Winooski Avenue

Background:

The Department of Public Works (DPW) received a request from Mr. Jeff Gilbert to remove the loading zone located at the southwest corner of the North Street and N. Winooski Avenue intersection. He states that the 45 foot loading zone was used by a former business at 145 N. Winooski Ave. but that the building has been repurposed for residential apartments and the loading zone is no longer needed. Mr. Gilbert would like to see that space converted to unrestricted parking.

Observations:

The North Street and N. Winooski Ave. intersection area is a mix of business and residential properties. Staff distributed flyers to the surrounding properties informing them of Mr. Gilbert's request and asking if they had a need for the loading zone. There are four businesses located at the intersection; they are the Old North End Variety Store, Mawuhi African Market, Labor Ready Employment Agency, and Kei Asian Cuisine. Staff spoke with each of these businesses and all stated that they do not currently use or have need for the loading zone with the exception of Old North End Variety. The owner of Old North End Variety stated that she would use the loading zone if it was available but that cars are parked in it regularly. Old North End Variety's parking lot has three curb cut entrances and sufficient space to accommodate deliveries. The owner acknowledges this and is not requesting that the loading zone remain for her use. No area residents have contacted staff stating a need for the loading zone.

NB 5/5/16

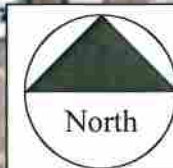
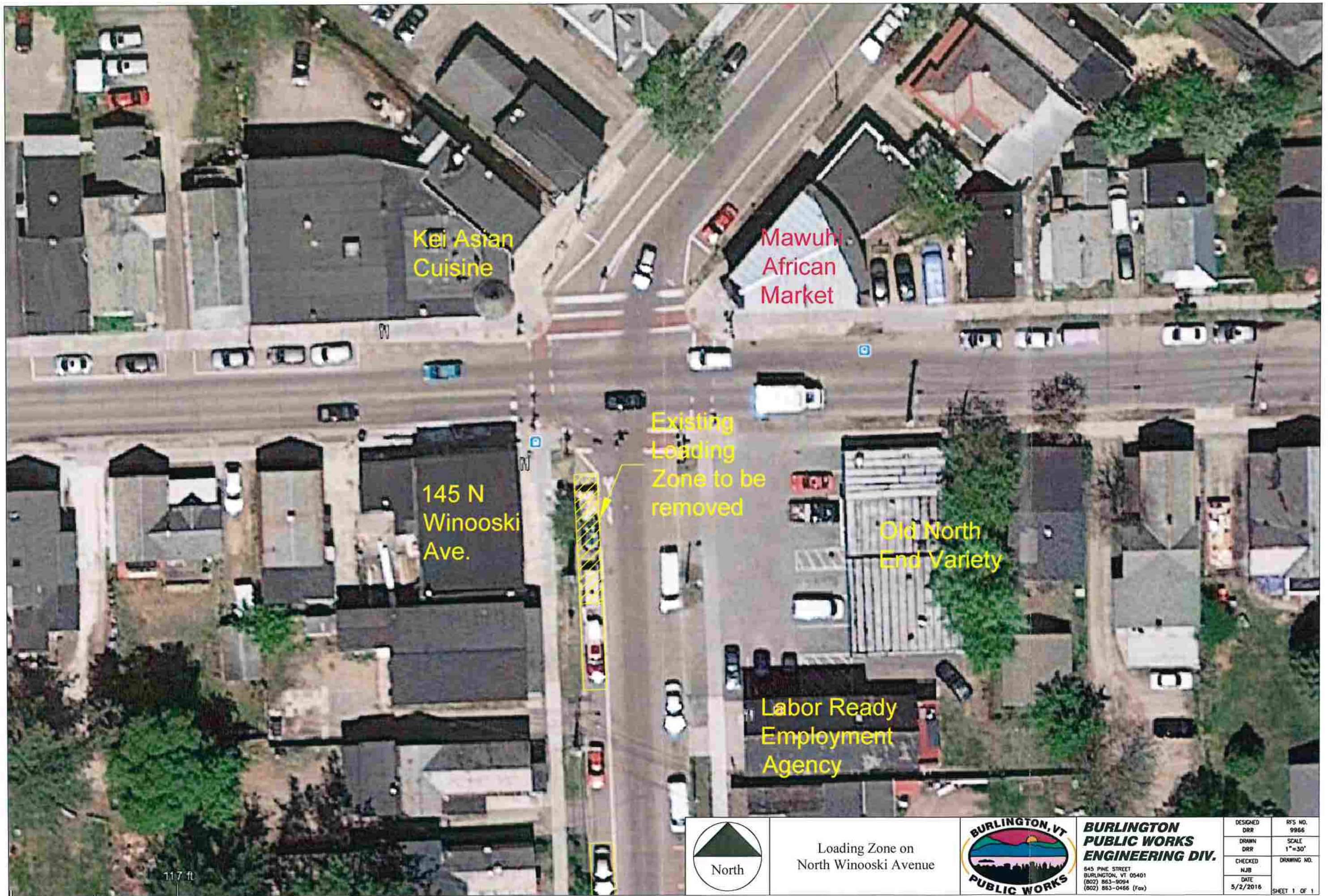
Conclusions:

By all evidence collected by staff, this loading zone is not being utilized for its intended purpose. No businesses or residents in the immediate area have expressed any need for the loading zone. Staff recommends removing the loading zone in favor of unrestricted parking.

Recommendations:

Staff recommends that the Commission adopt:

- The removal of the loading zone at the southwest corner of the North St. and North Winooski Ave. intersection.



Loading Zone on
North Winooski Avenue



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-8094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. 9966
DRAWN DRR	SCALE 1"=30'
CHECKED NJB	DRAWING NO.
DATE 5/2/2016	SHEET 1 OF 1

City Ordinance:

12-1 No parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

(27) On the west side of North Winooski Avenue beginning twenty-five (25) feet south of North Street and extending south for a distance of forty-five (45) feet, for a maximum time limit of thirty (30) minutes.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Jeff Gilbert

Request Date: 01/15/2016 2:01

PM

Due Date: 3/15/2016

Address: 134 N Winooski Ave

Phone Number: 338-5272

Email Address: jgilbert@live.com

Request

Location: 145 N Winooski Ave

Request Description: Mr. Gilbert called to say that the building that was used as a business at 145 N Winooski Ave has been converted to residential apartments. The loading zone in front of the building may no longer be needed and he would like to see if it can be converted to unrestricted parking.

Assign History

Date	Assigned To	Description
1/15/2016 2:01:45 PM	Damian Roy	Request Assigned

Work History

Customer Service

Status: New

Request created by: Damian Roy

Print Date: 4/29/2016 12:14:09 PM



Dear N Winooski Businesses and Residents,

The Department of Public Works (DPW) has received requests to remove the loading zone on N. Winooski Ave at the southwest corner of N. Winooski Ave. and North St. in favor of unrestricted parking. The requestor states that the business that was using the loading zone is no longer at this location. Before DPW considers removing this loading zone, we would like to ask other businesses or residents in the area whether or not they are utilizing the loading zone. Please contact me to let me know if you support or oppose the removal of this loading zone by **Tuesday May 3rd**. It is my goal to present this request to the Public Works Commission on May 18th.

Thank you and feel free to contact me with any questions or comments.

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Email: drov@burlingtonvt.gov

N Winooski Loading Zone phone calls

- Robert Golden of 143 N Winooski Ave called (4/27/16) to support the removal of the the loading zone. He says he's been using the zone to park his vehicle for the past year without incident (no enforcement) and doesn't think it is being used otherwise.

Damian Roy

From: Randy Sightler <randool@comcast.net>
Sent: Wednesday, April 27, 2016 4:12 PM
To: Damian Roy
Subject: Loading Zone at the corner of North Winooski and North

Hi Damian,

this is Randy Sightler. I live about 6 doors down from the corner of North on N. Winooski. I don't think the loading zone needs to be there anymore. There is the ONE Variety across the street, but I don't think they use it really. If anything, people especially in the apartments there near the corner just disregard the signs and park there anyway. I have been living in my house for over 20 years and parking on the street now is OK. Still get the occasional person parking too close to the end of our driveway, but not too bad in the last few years. Making that area which is now a loading zone regular parking couldn't hurt.

My two cents. Thanks.



MEMORANDUM

May 9, 2016

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician
CC: Norman Baldwin, City Engineer
RE: Removal of 15-minute parking on lower Church Street

Background:

The Department of Public Works (DPW) has received a request from Joyce Touchette, the Executive Director of the Converse Home located at 272 Church Street, to remove the existing 15-minute parking space located in front of the facility. Ms. Touchette states that the 15-minute parking space is unused and would like to open that space to unrestricted parking.

Observations:

This section of Church Street between Maple Street and Adams Street serves residential properties with the exception of the Converse Home located on the east side of the street at the southern end of the block. Parking is only allowed on the east side of the street with full time Resident Parking existing from Maple Street extending south until the driveway entrance to the Converse Home.

Immediately south of the Converse Home entrance is 15-minute parking. There are three separate ordinances that exist that describe the 15-minute spaces in combination with a number of unrestricted spaces.

Conclusions:

The city ordinance governing the 15-minute parking spaces are presumed to have been installed for the Converse Home's use as no other businesses are present in the immediate area. As Ms. Touchette has indicated the Converse Home does not have a need for this time restricted

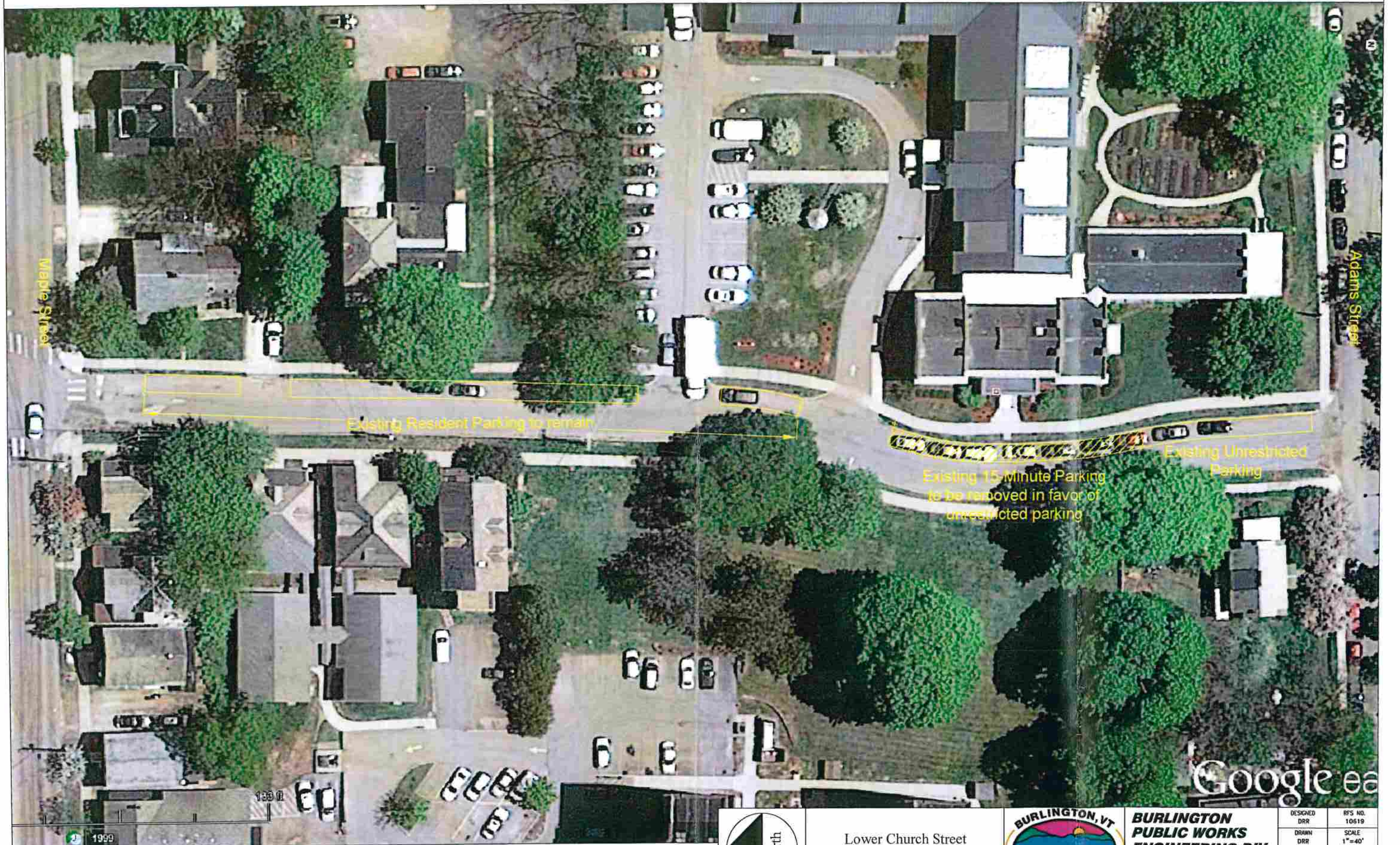
NB 5/10/16

parking. Staff recommends removing this time restricted parking in favor of full time unrestricted parking.

Recommendations:

Staff recommends that the Commission adopt:

- The removal of the 15-minute parking spaces in front of the Converse Home beginning at their southernmost driveway to Adams Street, converting that to unrestricted parking.
- Amending Resident Parking to full-time resident parking beginning north of the Converse Home's southernmost driveway to Maple Street, reflecting current signage.



1999



Lower Church Street
Parking



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

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BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. 10619
DRAWN DRR	SCALE 1"=40'
CHECKED NJB	DRAWING NO.
DATE 4/29/2016	SHEET 1 OF 1

Existing Ordinances for Church Street (from Maple to Adams)

9 Fifteen-minute parking.

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

(92) In the parking space in front of No 272 Church Street.

(b) No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:

(5) On the east side of Church Street for 120 feet in front of 272 Church Street.

27 No parking except with resident parking permit.

No person shall park any vehicle except vehicles with a valid resident parking permit or a valid guest pass and clearly identifiable service or delivery vehicles on any street designated as "residential parking."

(21) Church Street from Adams Street to Maple Street with the exception of the first five (5) spaces north of the intersection of Church Street and Adams Street.

10619



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Joyce Touchette

Request Date: 03/29/2016

10:08 AM

Due Date: 5/28/2016

Address: 272 Church Street

Phone Number: 862-0401

Email Address:

joyce@conversehome.com

Request

Location: 272 Church St

Request Description: Ms. Touchette would like the 15 minute parking space in front of the Converse Home to be removed. Existing ordinance also identifies 6 more 15-minute parking spaces along that section of Church St that are not supported by signs. This ordinance should also be removed.

Assign History

Date**Assigned To****Description**

3/29/2016 10:08:21 AM

Damian Roy

Request Assigned

Work History

Customer Service

Status: New

Request created by: Damian Roy

Print Date: 4/29/2016 12:12:53 PM

Damian Roy

From: Joyce Touchette <joyce@conversehome.com>
Sent: Friday, March 04, 2016 10:57 AM
To: Damian Roy
Subject: RE: 15-minute parking space

Hi Damian,
Thank you for getting back to us so quickly.

You are correct. We would not benefit from additional short term parking in front of the home. It is not useful to us. If you need further information, don't hesitate to contact us.

Have a great weekend!

Joyce Touchette
The Converse Home
272 Church Street,
Burlington, VT 05401
802.862.0401
Fax 802-864-4932

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From: Damian Roy [<mailto:droy@burlingtonvt.gov>]
Sent: Friday, March 04, 2016 8:11 AM
To: Joyce Touchette
Subject: 15-minute parking space

Hi Joyce,

Thanks for returning my call yesterday. I found the ordinance governing that 15-minute space you mentioned, it reads:

9 Fifteen-minute parking.

- (a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:
 - (92) In the parking space in front of No 272 Church Street.

And then I also found this one:

- (b) No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:
 - (5) On the east side of Church Street for 120 feet in front of 272 Church Street.

Based on our conversation yesterday can I assume that the 15-minute parking space is NOT beneficial to the Converse Home? If that is true then I would obviously assume that you do not want to have the 120 feet worth of 15-minute parking (6 more spaces) at that same location. Let me know if these are correct assumptions.

As the Converse Home is the only business in the area that could potentially have a need for short term parking, if this space is not useful to you then I can begin the process of removing it along with removing the ordinance for the other 6 spaces.

- Damian

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
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Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw



MEMORANDUM

May 10, 2016

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician

CC: Norman Baldwin, City Engineer

RE: Colchester Avenue Resident Parking Eligibility Amendment

Background:

The Department of Public Works (DPW) is tasked with implementing the Resident Parking Study's recommended changes to the existing program. One step in the implementation process is to clarify any existing Resident Parking ordinances that do not clearly state the area or limits to who is eligible for permits. Through conversations with city attorneys, several ordinances have been identified as being ambiguous in regards to eligibility. Each of these ordinances will be addressed separately as each warrants separate discussion and decision.

In this memorandum, the ordinance to be examined is sec.27(a)(4) which currently reads: *"On the south side of Colchester Avenue from East Avenue to a point located one hundred (100) feet west of the Greenmount Cemetery entrance."* The language contained in this ordinance does not specify which residents should be eligible for Resident Parking permits either by cross street or property number.

Observations:

In order to determine the original intent of this ordinance Staff searched the city archives in an effort to locate either the ordinance recommendation itself or the meeting minutes associated with it. As this ordinance is listed fourth under subsection (a), it was reasonable to assume that this information could be found within the first ten regulation amendments. Staff searched the Public Works Commission Meeting Minutes from the first amendment dated October 10th, 1990 through to the amendment dated May 5th, 1993. No mention of Colchester Avenue Residential Parking was found during this search.

In lieu of finding any written indication of original intent, staff spoke with members of Public Works involved with traffic requests in the early 1990's time period. It is their

NB 5/10/16

recollection that sec.27(a)(4)'s original intent was to allow Resident Parking permits to those properties located within the specified area where Resident Parking is installed.

The first existing Resident Parking sign is located just east of Latham Court not East Avenue; this is likely due to the road lane width changes that occur as you approach East Avenue. The last existing Resident Parking sign is located just west of 329 Colchester Ave's driveway. Colchester Ave is a major arterial roadway between Burlington and Winooski; the termination of parking at this location helps maintain sightlines and travel widths as Colchester Ave banks northward towards Winooski.

Conclusions:

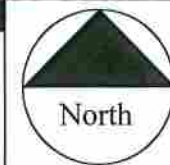
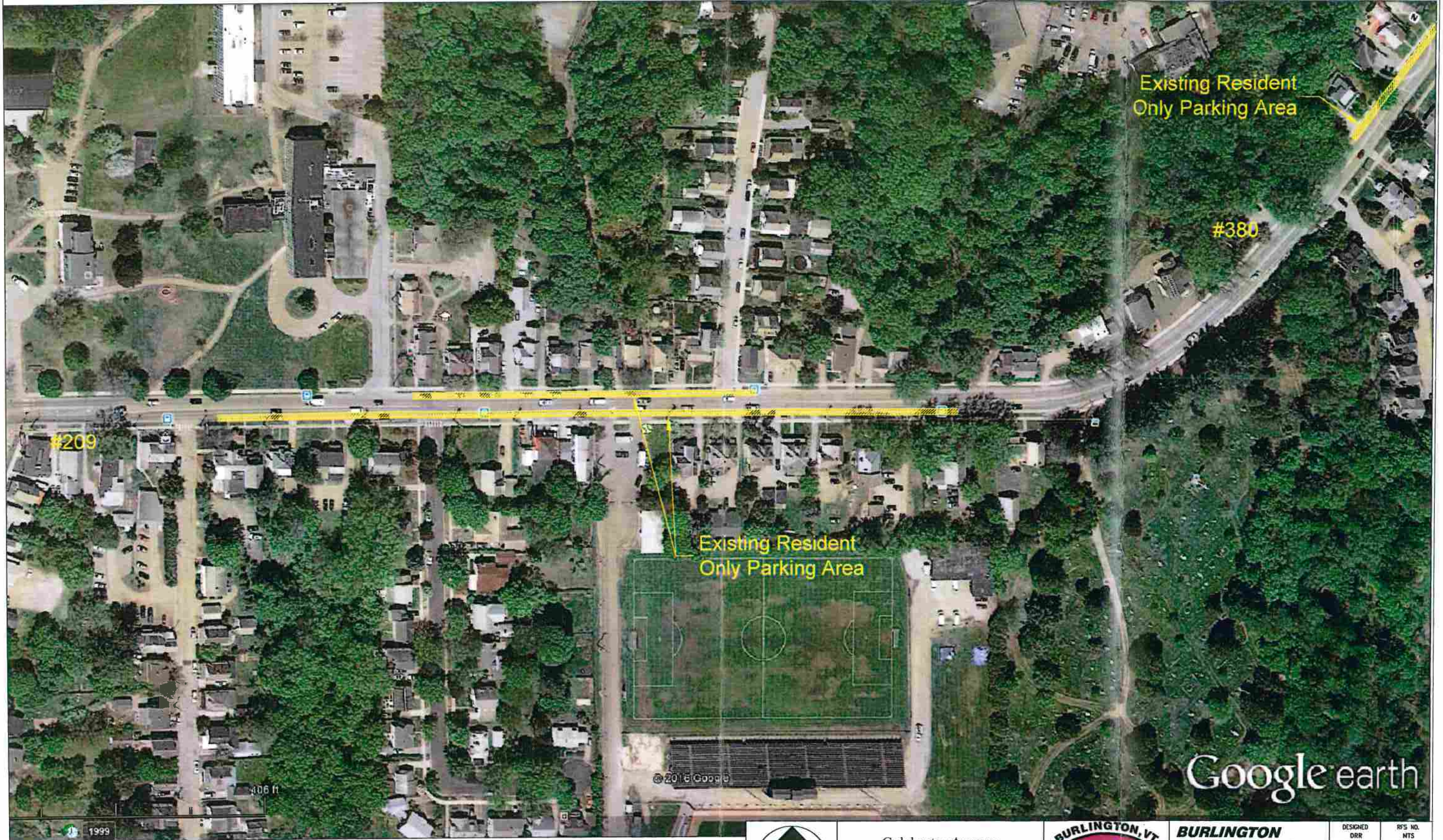
As part of the Resident Parking Study implementation, staff recommends clarification to the existing ordinances to clearly state who is eligible for permits and who isn't. Staff has worked closely with the Burlington Police Department (BPD) to determine the best approach to this. The clearest method found in defining eligibility is to state an address range along the street, this will take away any guesswork out on the part of BPD when evaluating new permit requests.

Staff concludes that the original intent of sec.27(a)(4) was to install Resident Parking at all times to serve Colchester Avenue properties between East Avenue and Calarco Court. Therefore addresses between and including 207 Colchester Avenue and 380 Colchester Avenue should be eligible for Resident Parking permits.

Recommendations:

Staff recommends that the Commission adopt the following amendment to sec.27(a)(4):

- On the south side of Colchester Avenue from Lantham Court to a point located one hundred (100) feet west of the Greenmount Cemetery entrance. Residents from 207 Colchester Avenue through and including 380 Colchester Avenue shall be eligible for resident parking permits for this section of Colchester Avenue.



Colchester Avenue
Resident Parking
Eligibility



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ENGINEERING DIV.**

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DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 5/10/2016	SHEET 1 OF 1

27 No parking except with resident parking permit.

No person shall park any vehicle except vehicles with a valid resident parking permit or a valid guest pass and clearly identifiable service or delivery vehicles on any street designated as "residential parking."

(a) Streets designated for residential parking at all times include:

(4) On the south side of Colchester Avenue from East Avenue to a point located one hundred (100) feet west of the Greenmount Cemetery entrance.

(15) On the north side of Colchester Avenue between 254 and 308 Colchester Avenue. Residents of 132 through 146 Colchester Avenue shall be eligible for resident parking permits for this section of Colchester Avenue.

(39) On the west side of Colchester Avenue between 406 Colchester Avenue and Chase Street.



MEMORANDUM

May 10, 2016

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician

CC: Norman Baldwin, City Engineer

RE: Resident Only Parking on South Prospect

Background:

The Department of Public Works (DPW) has received a request from Perry Laroque of 308 South Prospect Street to install full time resident only parking on South Prospect from Henderson Terrace to Cliff Street. Per staff's instruction, Mr. Laroque generated a petition showing support for full time resident parking from the property owners on this section of South Prospect. The petition listed 7 names accounting for 6 properties out of the 8 properties on this block resulting in 75% favor of his request. DPW's Standard Operating Procedure for Resident Parking specifies at least 51% of property owners must support a resident parking request per the Resident Parking Study.

Observations:

This section of South Prospect is primarily residential with close proximity to and providing access to the UVM campus. Parking is allowed on the east side of the street with signs designating Resident Only Parking from 12am to 6am. City ordinance sec.27(c)(2) specifies that this section of South Prospect as Resident Only Parking from 12am to 6pm. Staff believes that this is a typographical error in the ordinance for two reasons:

1. Parking is restricted on South Prospect south of Cliff Street from 12am to 6am. With no clear reason otherwise, it stands to reason that the section of South Prospect between Henderson Terr. and Cliff St. would have the same time restriction.
2. A time restriction of 12am to 6pm allowing non-residents to park from 6pm to 12am would not serve any practical purpose as the majority of non-resident parkers in this area are college students and evening parking would not serve most of them. If this is the case then there would be little to gain by having this

NB 5/10/16

specific time restriction and full time Resident Parking restriction would be more practical.

Staff conducted plate counts depicting the level and type of parking usage on the street, see attached. This information shows that parking is heavily utilized during the day by long term and transient parkers with usage above 85%, meeting the Resident Parking Study's recommendation of a minimum of 85% usage.

Given the close proximity to the UVM campus, it can be reasonably assumed that the majority of non-resident parkers are college students. The Resident Parking Study suggests that when resident parking is considered in a mixed use area that parking meters be considered in addition to or in lieu of resident parking. Meters are not recommended at this location as it would have a negative effect on area residents and would be inconsistent with other parking regulations in the area.

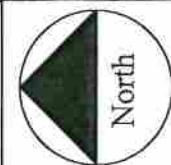
Conclusions:

This section of South Prospect is heavily utilized for parking representing a significant need for this space during the day. It is also recognized that residents need to have adequate and reasonable access to their homes. To balance these needs, staff suggests a hybrid proposal that limits non-residents to a 4-hour parking limit once per day from 8am to 5pm while allowing permitted residents to park unrestricted. This will retain usable parking for non-residents while promoting turn-over to increase availability to residents. Other communities such as Portland ME, Ithica NY, and Charleston SC have installed this type of hybrid solution to balance parking needs. See the attached picture showing signage from Ithica NY indicating this type of prohibition. Staff recommends installing this hybrid prohibition from Henderson Terrace extending south to Cliff Street.

Recommendations:

Staff recommends that the Commission adopt:

- Installing 4-hour parking for non-residents on South Prospect from Henderson Terrace to Cliff Street from 8am – 5pm. Residents with Resident Parking permits shall be able to park at all times without restriction.



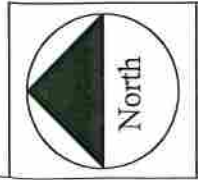
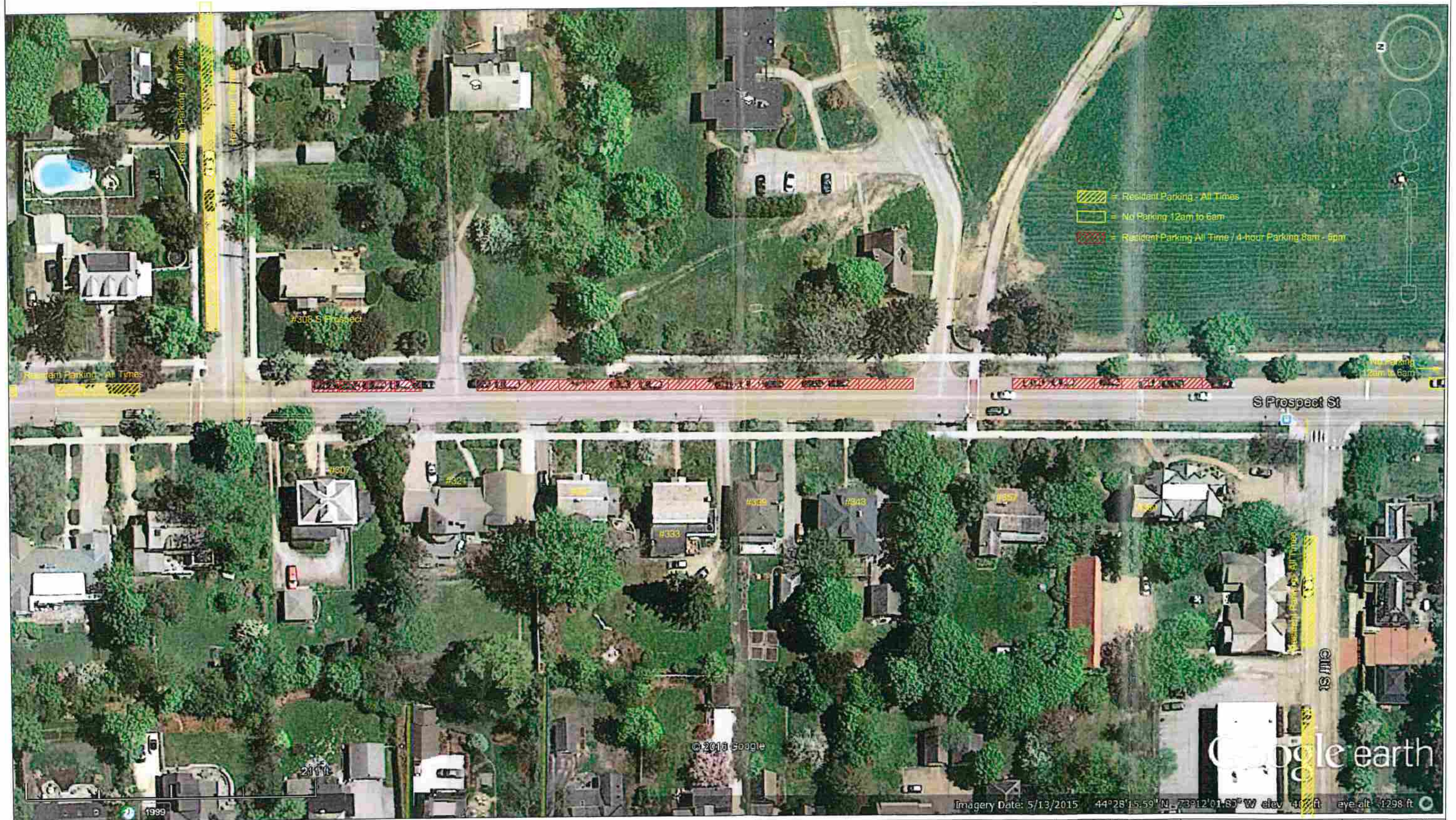
South Prospect Resident Parking Existing Conditions



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DESIGNED DRR	RFS NO. 9779
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DATE 4/12/2016	SHEET 1 OF 2



South Prospect
Resident Parking
Proposed Conditions



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DESIGNED DRR	R/S NO. 9779
DRAWN DRR	SCALE NTS
CHECKED HJB	DRAWING NO.
DATE 5/10/2016	SHEET 2 OF 2

2

**HOUR
PARKING**

**8 am - 5 pm
Mon - Fri**

**ONCE PER DAY
ZONE 3**

**REGISTERED
RESIDENTS EXEMPT**

PLATE COUNT

Location: S. Prospect, Henderson-Cliff Inspector: D. Roy

Location: S. Prospect, Henderson-Cliff

Inspector: D. Roy

[illegible]

Total Spaces

% Spaces Used

Resident

Transient

Long Term

Petition to Change Parking Regulations on the 300 block of South Prospect

We, the undersigned, are in FAVOR of changing the current parking regulations from "Resident Only 12am-6am" to "Resident Parking Only" on the 300 Block of South Prospect Street (from Henderson to Cliff St.)

[illegible]

Requests for Service (/Main.aspx)

#9779 Assigned New

Technical Services Traffic Requests

Assigned to: Damian Roy Requested by: Perry Laroque

Opened: 12/15/2015 Entered By: Damian Roy

Location: 308 S Prospect St

Perry is looking to A: confirm what the parking regulation is on this section of Prospect, and B: wants to either change the parking regs for Prospect to limit or eliminate UVM students taking up all the parking or to acquire RPP for his household. He is at the corner of Prospect and Henderson and his driveway is on Henderson.

Attachments

No Attachments

Browse... No file selected.

Upload Attachment

Due: 4/15/2016

Work History Add Work History

Date	Staff Person	Description
04/11/2016	Damian Roy	Mr. Laroque has expanded his request to installing full-time resident only parking on South Prospect from Henderson Terr. to Cliff Street. He has submitted a petition to staff supporting this request.
		Details

Damian Roy

From: perrytomtom@hotmail.com on behalf of Perry La Roque <perrylaroque@hotmail.com>
Sent: Thursday, April 07, 2016 10:56 AM
To: Damian Roy
Subject: RE: 300 Block South Prospect Petition

I just need enough time to get our neighbors there. There is a lot of interest in attending to see this change through. Thanks!

Perry LaRoque
(608) 215-3175

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: RE: 300 Block South Prospect Petition
Date: Thu, 7 Apr 2016 14:45:49 +0000

The next Public Works Commission meeting is on April 20th but as of today I'm not certain I will be able to get it on the agenda. Once I make the agenda, I will let you know.

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: perrytomtom@hotmail.com [mailto:perrytomtom@hotmail.com] **On Behalf Of** Perry La Roque
Sent: Thursday, April 07, 2016 10:44 AM
To: Damian Roy
Subject: RE: 300 Block South Prospect Petition

Any update on the meeting?

Perry LaRoque
(608) 215-3175

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: RE: 300 Block South Prospect Petition
Date: Tue, 22 Mar 2016 12:43:08 +0000
Hi Perry,

The April meeting will be held on Wednesday the 20th. It is difficult to judge how much weight the Commission lends to resident input, in my experience it definitely makes a difference when one interest is heavily supported at the meeting. The Commission also considers staff's recommendations which are based on empirical evidence whenever possible and are not always in line with resident's interests. If you are wondering if it would be beneficial to have yourself and your neighbors attend the April meeting then yes it is.

Please keep in mind, that I can offer no guarantees at this time that your request will be heard at the April meeting, although that is my goal. As we get closer I will keep you apprised of my progress.

Best,
Damian

Damian Roy, Engineering Technician
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Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: perrytomtom@hotmail.com [<mailto:perrytomtom@hotmail.com>] **On Behalf Of** Perry La Roque
Sent: Monday, March 21, 2016 6:18 PM
To: Damian Roy
Subject: RE: 300 Block South Prospect Petition

Thanks Damian. How much weight is given to the will of the residents on the block? Are we likely to get this changed? People are very concerned about the current parking regulations and feel strongly that they are changed. When is the April meeting?

Thanks,

Perry
Perry LaRoque
(608) 215-3175

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: RE: 300 Block South Prospect Petition
Date: Mon, 21 Mar 2016 13:45:12 +0000
Hi Perry,

Thank you for providing the petition. I will begin the process of evaluating your request with the goal of having it presented at the April Commission. If I am successful in making the agenda, I will be notifying you and the others on this petition of the meeting date and time so that you may attend. At the meeting, you may speak during the public forum or during the agenda item.

I'll be in touch, any questions feel free to ask.

Damian

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: perrytomtom@hotmail.com [<mailto:perrytomtom@hotmail.com>] **On Behalf Of** Perry La Roque
Sent: Sunday, March 20, 2016 1:17 PM
To: Damian Roy
Subject: 300 Block South Prospect Petition

Hi Damian,

I have attached our neighborhood petition to change the parking regulations along the 300 block of South Prospect from "Resident Only 12am-6am" to "Resident Only". You will see that 6 out of the 7 permanent residential property owners (one resident could not be reached) have signed the petition and have communicated their strong support for this change to me. The only two other properties on the block, which are owned by landlords, could not be reached, but regardless, this petition represents 66% of the property owners on the street voting in favor of the changes. Please let me know if you need the original copy of the petition.

If the Commission meeting is open to the public, I would like to attend in order to be available to further advocate on behalf of the permanent residents of our block.

Thanks for all of the help,

Perry LaRoque
308 South Prospect Street
Perry LaRoque
(608) 215-3175

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: RE: Your Request
Date: Fri, 18 Mar 2016 17:26:06 +0000

Yes this is for residential properties only. If you'd like to start your own petition that is fine, just make sure that it specifies the time restriction (at all times) and has a place for:

- › Signature
- › Printed name
- › Address
- › Email Address
- › Phone number

The sorority members themselves do not have a vote on this petition. Only the owners of the property. Planning and Zoning should have listed who that would be or perhaps the sorority sisters can point you in the right direction.

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: perrytomtom@hotmail.com [<mailto:perrytomtom@hotmail.com>] **On Behalf Of** Perry La Roque
Sent: Friday, March 18, 2016 1:21 PM
To: Damian Roy
Subject: RE: Your Request

Great. This is for residential addresses only, correct? So UVM wouldn't have a vote?

I am pushing for "Resident Only" so should I just create my own? Otherwise, I can wait.

Thanks.

Perry

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: RE: Your Request
Date: Fri, 18 Mar 2016 15:42:21 +0000

Yes you will need to fill out a petition showing 51% support from the *property owners*. I'm working to create a standardized petition form that will include a section showing the different RP times offered so that each person can indicate which time restriction they support. You will need to collect signatures from the properties on South Prospect beginning at Henderson and ending at Cliff Street. So 307 S Prospect to 369 S Prospect (according to googlemaps).

I should have a standardized petition form made hopefully early next week if you'd like to wait and pick it up. If we move quickly, I might be able to get this on the April Public Works Commission agenda.

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: perrytomtom@hotmail.com [<mailto:perrytomtom@hotmail.com>] **On Behalf Of** Perry La Roque
Sent: Friday, March 18, 2016 11:17 AM
To: Damian Roy
Subject: RE: Your Request

Thanks for reaching back out. I was traveling to Boston and went through a Dead Zone.

I wanted to know about the process for changing the parking in front of our house from Resident 12am-6am to Resident Only. You mentioned a petition with 51% of the people that share the block. We are on a strange block, so I'd like to know who is included. I am confident we can get an almost unanimous vote. We've already talked to most of our neighbors about it.

Thanks!

From: droy@burlingtonvt.gov
To: perrylaroque@hotmail.com
Subject: Your Request
Date: Fri, 18 Mar 2016 15:03:54 +0000
Hello Perry,

I must apologize, after our phone conversation the other day I usually take notes on what was said so when I go back to that request I don't miss anything. However after our conversation I was immediately pulled into something else and now I can't remember the second part of your request. Resident parking permits for Henderson I got, could you reiterate the second half of your request here in email. That would help me out.

Thanks,
Damian

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
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City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memo

Date: May 10, 2016

To: Public Works Commission

From: Martha Keenan, Capital Improvement Program Manager

Subject: Memorial Auditorium meter reduction

Background

Memorial Auditorium has a number of issues due to long term deferred maintenance to the building. The City of Burlington is in the process of developing an RFP for proposals for an adaptive reuse of the building. Until the process is complete and the future of the building is determined it is imperative that the City mitigate any potential liability to the public and employees.

1. There are no more events being scheduled in the Auditorium since April 1, 2016.
2. BCA is looking for new space for their programs that are currently housed in the building with the intention of being moved by December 1, 2016
3. Generator's lease is up on December 31, 2016. They are looking at spaces and hope to have a new home prior to that date.

One of the challenges of the deferred maintenance is the corrosion of the steel beams and pylons that are interior to the masonry. The rust from these members is exerting pressure outward, cracking the masonry and creating a potential for masonry to fall from the building. A mason and engineer have been hired to determine the steps needed to minimize this potential risk.

Parking Impacts

To minimize the liability surrounding the Auditorium, it is proposed to eliminate all parking along the side of the Auditorium. This is a total of fourteen (14) spaces, seven (7) metered. Traffic did a week long study of the revenues generated by these meters and found each meter collected an average of \$7.93 per week or \$55.50 per week for the seven meters together. The elimination of these meters will incur an annual reduction in revenues of approximately \$2,886.00.

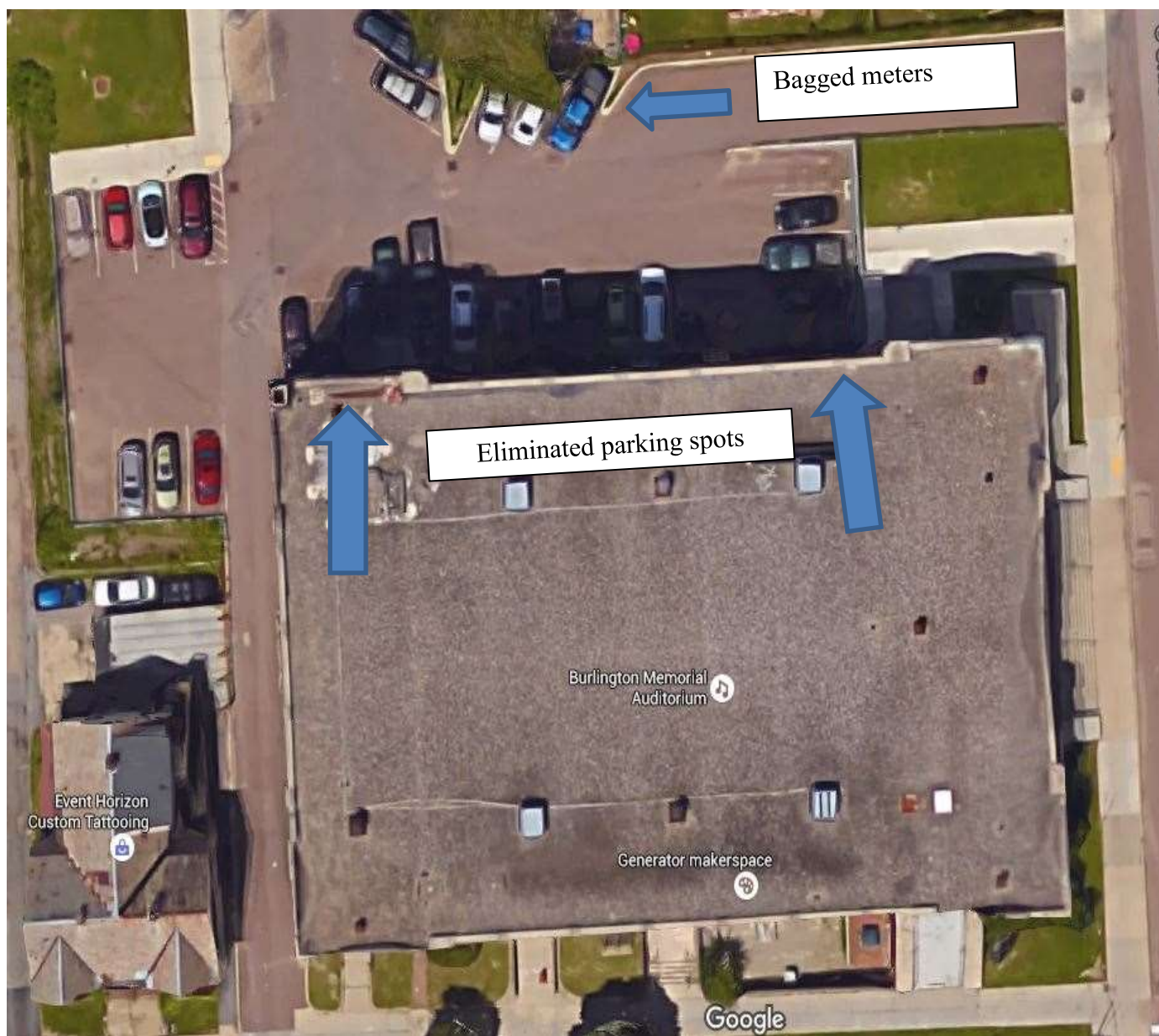
In the short term, until all the occupants have found new locations, there is a need to provide three (3) additional spaces, eliminating three (3) additional meters from now until at latest December 31, 2016. The three meters proposed to be eliminated collected \$10.37 each per week for a total of \$31.11 per week. Over the six month period proposed to reuse those spaces for employees and tenants, the reduction in revenues will be \$809.00. The total calculated reduction of revenues by this proposal is \$3,695.00.

While the reduction of public spaces and the financial impact to the Traffic Fund are important concerns, public safety must be our first priority. As such, staff makes the recommendation below.

Recommendation

1. The Capital Improvement Program Manager in collaborative work with the Traffic Division is recommending the elimination of seven (7) parking meters and seven (7) additional parking spaces along the north side of Memorial Auditorium
2. Additionally, three (3) meters along the church border would be bagged from June 1 until at latest December 31, 2016 or until the last tenant or employee has moved from the Auditorium.
3. To reduce the liability of someone parking in these spots, Jersey barriers would be installed at the end of the spaces to keep cars and people away from the edge of the building.

Please feel free to email me at mkeenana@burlingtonvt.gov with any questions in advance of the meeting.





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Department of Public Works

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www.burlingtonvt.gov/DPW

Memo

Date: May 10, 2016

To: Public Works Commission

From: Nicole Losch, Senior Planner

Subject: Tactical Urbanism Policy and Guide

A graphic with a dark, textured background. The text "tactical urbanism:" is in a bold, orange, sans-serif font. Below it, the definition is written in a white, sans-serif font: "a city and/or citizen-led approach to neighborhood building using short-term, low-cost and scalable interventions to catalyze long-term change."

tactical urbanism:
a city and/or citizen-led approach to
neighborhood building using short-term,
low-cost and scalable interventions to
catalyze long-term change.

Background

In 2015 the City received a neighborhood request to trial a protected bike lane on Union Street. Although the project was not approved, this opened the door for the City to consider a policy that would clarify the review process and provide direction on the types of projects that could be requested by the community. With leadership by The Street Plans Collaborative, funding from Local Motion and the City, and continuous input by the Fire Department, Police Department, and community advocates, a *Tactical Urbanism Policy and Guide* has been developed.

Tactical Urbanism introduces short-term projects that can influence long-term change, deepening the understanding of needs at the neighborhood, block or building scale. It encourages people to work together in new ways and can strengthen relationships, widen public engagement, and build community excitement. At the same time, it draws attention to perceived shortcomings of policy and street design, tests aspects of projects, and provides data that could expedite project implementation.

The Department of Public Works partnered with Street Plans and Local Motion for *planBTV Walk Bike* Demonstration projects over two days in September 2015. This not only provided an opportunity for public engagement of the Walk Bike Plan but also created an environment to test the Tactical Urbanism concepts and inform the policies and process outlined in this *Guide*.

The *Tactical Urbanism Policy and Guide* provides a flow-chart and detailed description of the review and process, the types of projects that can be streamlined, and provides guidance on how to create and implement a successful project.

Recommendation

The intent of the *Tactical Urbanism Policy and Guide* is to make it easier for everyday residents, advocacy organizations, and community groups to spearhead short-term demonstration projects alongside DPW and other agencies. To do this, a Tactical Urbanism Permit should be created in City Ordinance, similar to the Encumbrance Permit and Street Event Permit.

DPW staff request the Public Works Commission:

1. Provide any recommendations for revisions to the *Tactical Urbanism Policy and Guide*, and
2. Recommend the City Council Ordinance Committee adopt the necessary changes to create a Tactical Urbanism Permit.

Attachments

The *Tactical Urbanism Policy and Guide* is undergoing final revisions but will be emailed and posted online on Friday, May 13, 2016.

COMMUNITY-LED DEMONSTRATION PROJECT POLICY + GUIDE

City of Burlington, VT | April 2016



Acknowledgments

This Policy and Guide was produced through a collaborative effort among city agencies and local advocates.

Prepared for:

- » The City of Burlington Department of Public Works
- » Local Motion
- » Residents and Advocates of Burlington, VT

With review and technical support from:

- » Burlington Fire Department
- » Burlington Police Department
- » Burlington City Attorney's Office

Prepared by:

The Street Plans Collaborative

Work on this Policy and Guide was funded by the City of Burlington and Local Motion.





tactical urbanism:

a city and/or citizen-led approach to neighborhood building using short-term, low-cost and scalable interventions to catalyze long-term change.

Table of Contents

Demonstration Project Guide

Introduction.....06

Glossary.....09

The Permit Process: How it Works.....10

Getting Started.....12

Project Types.....15

Ideas for Materials.....19

Project Planning + Evaluation.....20

Follow-up.....30

Appendices

Demonstration Project Policy.....31

Permit and Required Items.....35

 Permit Phase 1: Initial Proposal.....36

 Permit Phase 2: Application.....39

 Phase 3: Required Materials/Worksheets.....41

 Phase 4: Recap Worksheet.....45

Additional Resources for Planning + Evaluation.....47

INTRODUCTION

Using Short-term Projects for Long-term Change

Open Streets Events. Parklets. Pilot Street Design Projects. Whether on the streets of Burlington or elsewhere, you've likely seen it for yourself: cities around the world are using temporary and short-term projects to advance long-term goals related to street safety, neighborhood public space, and more.

Examples include highly-visible, city-led efforts, such as New York's Pavement to Plazas program, or San Francisco's Parklet program, both of which have been replicated in dozens of cities across North America. In Vermont, similar efforts include the Rialto Bridge Parklet in Montpelier, or the Dewey Park public space on Burlington's Spring Street.

Non-profit organizations and grassroots groups around the country are also undertaking small-scale Tactical Urbanism "demonstration projects" (typically lasting 1 or 2 days) to experiment with and spark conversation about street design changes. Demonstration projects are typically heavy on volunteers and collaboration and light on budget.

Why Use This Approach?

Depending on the form the project takes, municipal authorities, organizations, and everyday citizens use short-term projects as a tool to:

- Deepen their understanding of local user's needs at the neighborhood, block or building scale;
- Draw attention to perceived shortcomings in policy and physical design;
- Widen public engagement;
- Test aspects of a project or plan before making large political or financial investments;
- Expedite project implementation;
- Gather data from the real-world use of streets and other public spaces; and/or
- Encourage people to work together in new ways, strengthening relationships between residents, non-profits, local businesses, and government agencies.



From New York City (top), to Montpelier (middle), to Burlington (bottom) cities and citizens are finding ways to integrate Tactical Urbanism into the project delivery process.

Case Study

2-day Demonstration Informs 6-month Pilot Project in Morgan Hill, CA

In response to requests for a quieter, safer, and more bike- and pedestrian-friendly downtown, the City of Morgan Hill initiated a Complete Streets project to study new design options for Monterey Road, the City's primary commercial corridor.

Monterey Road features four lanes of vehicle traffic, two in each direction, with left turn lanes at each intersection. Through a year-long planning process Morgan Hill arrived at two potential design alternatives for the community to consider. Both alternatives involved a "road diet" that would re-appropriate one travel lane in each direction for alternative modes of transportation. The first alternative would transform one travel lane on each side into expanded sidewalk space. The second alternative would re-stripe travel lanes to create one buffered bicycle lane in each direction. Because both options involved significant transformations on the roadway, the City wanted to begin with a short-term, low-risk trial.

As a first step, the Morgan Hill Downtown Association worked with local businesses and volunteers to spearhead a weekend-long demonstration project that illustrated the two options - one on each side of the street. The goal of the demonstration project was to increase public understanding of the two options, and to gather feedback from downtown stakeholders.

Build out of the demonstration involved dozens of volunteers who helped transform the street. The Downtown Association used temporary, low-cost, and borrowed materials. Once the demonstration project was installed, a series of public engagement activities over the weekend were conducted to gather feedback.

Based on results from the two-day demonstration project, the Morgan Hill City Council authorized a more formalized six-month pilot project to further vet the buffered bicycle lane option. The pilot allowed the City to measure impacts to traffic and retail sales, educate people further, work out design flaws, and solicit ongoing input from the general public to decide if it was appropriate to commit to long-term change.





Demonstration Project:

A short-term street design project that lasts less than 7 days and can be community-led. Evaluated and permitted by city agencies through the structure designed in this guide.



Pilot Project:

A temporary parking or transportation project created by the Department of Public Works. Pilot projects are created to help evaluate the merits of a project based on data and public input.

Tactical Urbanism in Burlington

The Tactical Urbanism approach is not completely new to Burlington:

- The City already provides permits for special events in parks through the Parks and Recreation Department, and in other locations through the Police Department.
- The City's existing Pilot Project Ordinance authorizes the Department of Public Works (DPW) to implement temporary traffic and parking projects for up to 30 days on public streets (Article 1 Chapter 20 Section 3). The ordinance creates an official pathway for DPW to initiate short-term or **"pilot projects"** to evaluate the merits and impacts of proposed street design projects. DPW may also lead pilot projects that last longer than 30 days with Public Works Commission approval.
- And, as noted previously, Burlington has already used low-cost materials to transform a section of Spring Street in the Old North End into the Dewey Park Annex recreation space. This project is an example of how interim improvements can provide a public benefit in the short-term, while the City prepares to make more substantial capital upgrades to the park.
- The City has also led two successful Open Streets projects. Open Streets initiatives temporarily close streets to vehicle traffic so that people may use them for walking, biking, dancing, playing, and socializing.

This guide and policy builds off of these successful precedents and the existing pilot project ordinance. It breaks the pilot project process into smaller segments, making it easier for everyday residents, advocacy organizations, and community groups to spearhead short-term **"demonstration projects"** alongside DPW and other agencies.

The next page provides a glossary of terms, followed by an overview of the Permit Process for the Demonstration Project Program.

“ This policy aims to make it easier for everyday residents, advocacy organizations, and community groups to spearhead short-term demonstration projects alongside DPW and other agencies. ”

We want to create a short-term demonstration project to improve pedestrian safety at a dangerous intersection in our neighborhood.

- How can we get city approval? This type of work does not fall within existing permitting structures.
- What is the best way to design the temporary facility?
- What are the best materials for our project and budget?



We like the idea and the spirit. But...

- What materials are safe to approve?
- What level of design is needed, and what are the standards?
- What are the protocols for safe installation and removal?
- What are our evaluation metrics?



Glossary of Terms

BFD: Burlington Fire Department

BPD: Burlington Police Department

CCTA: Chittenden County Transportation Authority - public bus service

Community Partner: In the context of this document, a Community Partner is defined as a person, organization, or business that leads a short-term Demonstration Project.

Demonstration Project: Short-term street design project that lasts less than 7 days and can be community-led. Evaluated and permitted by city agencies through the structure designed in this guide.

DPW: Burlington Public Works Department

MUTCD: Manual on Uniform Traffic Control Devices, the document that provides uniform standard for signs, signals, and pavement markings in the United States

Pilot Project: A temporary parking or transportation project created by DPW. Pilot projects are created to help evaluate the merits of a project based on data and public input.

TCP: Traffic Control Plan

THE PERMIT PROCESS

PHASE 1: PROJECT DEVELOPMENT

2-5 months before event

Community Partner hosts visioning meeting and submits Phase 1 Application

DPW reviews proposal w/n 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/regulations, and provide advice on Phase 2 Permit Application development.

Major Proposal Revisions Required*

Minor Proposal Revisions Required

PHASE 2: PERMITTING & REVIEW

Min. 45 days before event

Community Partner submits complete permit application 45-60 days before target event date.

DPW reviews application for completeness and works with community partner to revise if needed. If complete, DPW distributes to agency partners within 1 week, and a min. 30 days before event.

All Good!

Return to start of Phase 2 to revise application. Event date may need to be adjusted.

Problems!*

PHASE 3: NOTIFICATION & IMPLEMENTATION

Min. 2 weeks before event

DPW sends approved permit package to Public Works Commission, BPD, BFD, and CCTA for information only (min. 2 weeks before event)

Community Partner notifies all impacted residents and businesses with an informational letter or flyer (1-2 weeks before event)

PHASE 4: THANK YOUS & RECAP

Within 1 week of event

DPW and Partner obtain feedback from CCTA, BFD, BPD, Public Works Commission.

Partner compiles any feedback obtained from residents, businesses, and others. (See optional feedback form on page 48.)

CONTINUE TO PHASE 2...

Community Partner revises materials and completes Phase 2 Permit Application. Application includes Traffic Control Plan created with Engineering Partner. For more information on Traffic Control Planning, see page 22.

CONTINUE TO PHASE 3...

DPW sends permit app. to CCTA, BFD, BPD a min. of 30 days before target event date. Within 30 days of DPW's distribution, CCTA, BFD, BPD report problems to DPW.**

All Good!

Problems!*

CONTINUE TO PHASE 4...

Community Partner places required project sign for duration of event (see page 44 for details) and collects feedback during project using optional feedback form on page 48.

**PROJECT
HAPPENS!**

Partner shares metrics/evaluation summary using the Recap Worksheet (page 45).

**PROJECT
COMPLETE**

Process Diagram Notes:

Number of days listed refer to *calendar* days.

* See page 12-14 for more information about how to avoid having your project kicked back for revisions.

**A 30-day review cycle is a reasonable estimate for typical work flow for emergency services departments. However, in situations where extreme emergencies of abnormal scale occur, emergency services departments may be delayed in meeting this deadline.

GETTING STARTED

The 2 biggest factors impacting the success of a demonstration project:

#1 is the time, energy, and willingness of the people who are planning the project (residents, community partners, business owners etc.). Do you have a unified spirit and a clear vision? Do you have a strong desire to make a change and a willingness to put the time in to make it happen? If yes, read on!

#2 is the project location. Context is everything - more guidance on picking a high-potential site below.

Who?

Assembling your planning team

You'll need a team to make this happen. Look for opportunities to include: local businesses, property owners, residents, neighborhood organizations, arts or educational institutions, people with professional experience in urban planning/architecture/design, members of the press, artists, student groups, activists, designers, DIY-ers... and really, anyone who is motivated and excited to help!

You may be required to submit a Traffic Control Plan (TCP) as part of your permit application. The TCP must be completed by a licensed Engineer, so if you can find an Engineer or Engineering company to support your team early, you'll be ahead of the game! If you do not have an Engineering Partner, don't worry. This permit process is designed to help you work with DPW to meet this requirement.

No matter the exact makeup of your team, having people who can fill the below roles will help you implement your project:

- **Mouthpieces:** To assist with communications and social media
- **Coordinators:** To help organize programming, logistics, budget, permit applications etc.
- **Gatherers:** To help track down borrowed/donated/low-cost materials. (This should be someone comfortable with asking for donations and signatures.)
- **Makers:** To assist with design and building.
- **Shepherds:** To recruit and manage volunteers.

What?

Picking the right project type

This policy document outlines 7 pre-approved project types that improve street safety for people walking, bicycling, driving. You don't have to pick one of these projects, but doing so will help you navigate the permit process quickly. Additional project types will be considered on a case by case basis, and may be included in future versions of this Guide.

The best projects are typically closely aligned with a clear understanding of needs and/or challenges at a specific location. If you have a site and goal in mind but aren't sure what project type is best, consider conducting an observational site visit to learn more about existing conditions and behaviors. You may also wish to research data relevant to your project goals. For example, you may find publicly available data about crime statistics, crashes involving cars, cyclists and pedestrians, or transit ridership will help you refine your project idea. Observational site visits and background data may also help you refine what you want to measure when your project is in place.

Qualitative information can also help inform your project idea. You might, for example, want to conduct interviews to deepen your understanding of the issues at play. For example, if you're creating curb extensions near a school, you may want to interview the crossing guard to get their input. Make a list of people you'd like to interview, and record their thoughts so that, with their permission, you can share their perspectives on the impact of your demonstration project once it is installed.

Where?

What makes a good project site?

Look for a project site that has:

- Support and excitement from nearby property owners (residents, business owners, etc.). You'll need to demonstrate community support for your project, and it is helpful to have some excitement and momentum from the start.
- Activity. For maximum impact, look for a site that will have high volumes of foot/bike traffic during your demonstration. (Don't forget that piggy-backing on an existing event can help you achieve this.)
- "Iconic" identity. Look for a street or intersection that represents something important to a key user group in Burlington. For example, what is that one intersection that people in a particular neighborhood feel unsafe crossing?

At a more detailed level, the optimal location will depend on your project type. Consult the *Location Considerations* in the project descriptions on the pages ahead to get a sense of where each project type is appropriate, and where it will be easiest to permit and implement. No matter the project type, permitting and implementation will be easier if your site features:

- Ample shoulder or greenbelt area that can be used to stage supplies or work on the project. Curbside parking is almost always a desirable trait in a project site, as parking can be temporarily restricted in a few spaces during the event.
- Existing walk/bike infrastructure that can be upgraded. For example, you can make a big impact by adding protective/barrier elements to an existing, conventional bike lane.
- Limited curb cuts for driveways / driveway access
- Minimal conflict with transit, waste collection, or emergency vehicle response routes.
- Absence of construction projects in the immediate vicinity during the time period you're targeting for the demonstration.

- Free of physical features that significantly limit visibility (curves, hills, etc.)
- Manageable traffic volumes/speeds. Look for streets that can *either* be closed for a short period without major traffic disruptions (such as a neighborhood street) or that has enough space to allow traffic flow to continue while you install or clean-up the project. (See page 22 for more info on traffic control.) While not impossible, demonstration projects will be more difficult to permit on main arterial streets such as Pearl Street, Main Street, and Colchester Avenue, due to traffic control and safety considerations. Note that projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alternate Route 7 are approved on a case by case basis and may require additional review.

The Design and Location Criteria chart on the following page provides a checklist of items which will help you select a site that will be quick and easy to approve.

Once you have a potential project location in mind, visit your site to observe and document existing conditions. If it is safe to do so, enter the road with caution, and measure widths of existing lanes, sidewalks, greenspace, etc. Take photographs to illustrate the "before" conditions - you'll want to compare these to your work "after" the demonstration is installed. The data you collect during the site visit will help you refine your ideas and create the Phase 1 initial proposal to the city.

DESIGN AND LOCATION CRITERIA

Does your project meet the below requirements for quick and easy approval? Projects that do not meet the criteria listed here are not impossible, but they will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis. For additional details about requirements related to clearance, access, and community support, please see the policy document in the Appendices of this Guide.

	YES	NO
Does your site avoid State Highways (VT 127 and Routes 2, 7, and Alt. Route 7)? Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review.		
Does your site avoid streets classified as “arterial” by the City of Burlington? (North Avenue, Colchester Avenue, Shelburne Road or Main Street)		
Is your site a public right of way, with a speed limit that is 25 MPH or less?		
Will your project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up? If project will impact these services, alternate access must be provided and negotiated with the impacted parties.		
Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?		
Does your project design preserve vehicle access within 25 ft. of any fire hydrants at your location?		
Does your project preserve normal access to driveways? Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration (demonstrated by letter of support - attach if relevant).		
Does your project design preserve full access for emergency vehicles? (Project design must provide at least 14 feet of horizontal roadway clearance.)		
Does your project design preserve normal street/sidewalk access for individuals with disabilities?		
Is your project located on the same block as any ongoing construction projects?		
Are all street closures needed for your project expected to last less than 24 hours? Streets or public rights-of-way cannot be blocked for more than 24-hours unless special permission is obtained from DPW, BPD, BFD, and CCTA.		

PROJECT TYPES

The following pages outline recommended project types. If you have something in mind that is not listed here, draw up a proposal describing it. Additional project types will be considered on a case by case basis, and may be included in future versions of this Guide. Details about sourcing and estimated costs for materials is provided on page 19. For more details and images of how to design these projects, visit: www.nacto.org



Wayfinding Signs

Definition: Wayfinding signs help people know where they are, where desired destinations are, and how to get there from a specific location.

Location Considerations: Wayfinding information should be placed at key decision points, where the direction will be easily seen by pedestrians, bicyclists, and/or drivers. (This means sidewalk chalk messages are an option if you're trying to reach people walking.) Sign-based demonstrations will be easiest if you affix signs to existing posts using zip ties or other easily removable material.

Design Considerations: Signs or stencils should include clear, easy to read typography. The best wayfinding signs include information about the time and distance needed to travel to specific destinations.

Components and Materials:

- Coroplast signs, with fasteners such as zip ties;
- For sidewalk wayfinding, use spray chalk and stencils

Photo top left: Walk [Your city] Project, by Matt Tomasulo. For more info visit: walkyourcity.org

Photo top right: Burlington South End Demonstration Projects, September 2015. Photo by Street Plans.



Curb Extensions

Definition: Curb extensions (sometimes called bulb-outs) expand sidewalk space into the parking lane to narrow the street and provide additional space for people walking. They increase pedestrian visibility, shorten crossing distances, slow turning vehicles, and visually narrow the street. They can also integrate green infrastructure elements (such as rain gardens).

Location Considerations: May be used at intersections or mid-block, on commercial or residential streets. Often used in areas with high pedestrian volumes. Demonstrations will be easiest on streets that have curbside parking, and at intersections that already have a crosswalk in place.

Design Considerations: The length of a curb extension should at least be equal to the width of the existing crosswalk. The curb extension should generally be 1–2 feet narrower than the parking lane. Include barrier elements (see below) to demarcate the curb extension from the existing street.

Components and Materials:

- Barrier elements - planters, bollards or cones
- Washable paint - at minimum, stripe in a solid line to define the curb extension.



Parklets

Definition: A parklet is a sidewalk extension that provides more public space and amenities for people using the street.

Location Considerations: Parklets are typically installed within 1-3 on-street parking spaces. They work best in areas with unmet demand for public space, usually on thriving neighborhood retail streets or within downtown commercial areas. Avoid blocking bus stops or any active driveways, and look for areas that are free from obstruction of news racks, signs or other street furniture.

Design Considerations: Most parklets feature unique design elements that incorporate seating, landscaping, and/or bike racks. Very short-term demonstration projects (1-2 days) may make use of reclaimed and/or borrowed materials (see below) in order to demonstrate the viability of semi-permanent/seasonal parklet installations using more durable materials.

Components and Materials:

- Wood pallets
- Plywood
- Planters/landscaping
- Astroturf
- Movable seating
- Paint
- Barrier elements, such as bollards or cones

Photo by Street Plans. Pop-up parklet in Atlanta, GA, June 2014.



Bike Corrals

Definition: Bicycle Corrals provide on-street bicycle parking, accommodating up to 16 bicycles in the same area as a single vehicle parking space.

Location Considerations: Bike corrals are usually placed where sidewalks are too narrow to accommodate bicycle racks and in areas with both high levels of people bicycling and demand for bicycle parking. When placed near street corners, a Corral also increases visibility and creates an additional buffer between people walking and people driving. Demonstrations should be planned to re-appropriate 1-2 curbside parking spaces, without blocking bus stops or active driveways. Look for areas that are free from obstruction of news racks, signs or other street furniture.

Design Considerations: Corrals should be at least 8' in width (the width of a typical parking spot). Corral should orient bikes perpendicular to the curb and be designed to allow 10-16 bikes to be parked and secured to a fixed, heavy object.

Components and Materials:

- Bike rack element. Can be created from wood pallets (can be used to park bikes in the slats of the pallet), collapsible A-Frame Bike Racks, or any other rack design that allows bikes to be safety secured.
- Barrier elements - planters, bollards or cones

Photo by Los Angeles DOT.



Median Refuge Island

Definition: A curb- or barrier-protected area between travel lanes that provides people crossing the street on foot or on bike with a safe place to wait mid-way through the crossing.

Location Considerations: Refuge islands are most useful on streets with high vehicle volumes and speeds, combined with high volumes of pedestrian and bicycle traffic. They can be used at signalized or unsignalized intersections along streets where people walking or biking would benefit from a safe place to rest part way through the crossing. Note that installation and removal of this project type can be particularly tricky, because the medians are located within a center of an active street. Traffic control and safety planning may be more complicated

Design Considerations: Ideal medians are at least 10ft wide, with 6ft as an absolute minimum. When applied on a two-way street, the median refuge should be placed along the centerline of the roadway between the opposing directions of travel.

Components and Materials:

- Barrier elements, such as planters, bollards or cones. Straw bales also work well for median refuge island barriers.
- Temporary "curb" can be created with straw wattle
- Washable paint

Photo by Street Plans. Median demonstration project in Ponderay, ID, Fall 2015.



Pedestrian Plaza

Definition: Public space created from an underutilized street right-of-way space into an area reserved exclusively for non-motorized public use. Pedestrian plazas enhance local economic and social vitality, pedestrian mobility, access to public transit, and safety for all street users.

Location Considerations: Plazas work best on underutilized or "stub" street segments with low vehicle traffic volumes. Look for a space where additional public space would be an amenity, or where high volumes of pedestrian traffic merit enhancing space available for walking, sitting, etc.

Design Considerations: Create a clear, strong edge to define the plaza space using a combination of barrier elements, paint, and/or planters (more below). Keep your plaza compact so that activity is not spread too thin.

Components and Materials:

- Landscaping elements, such as planters, etc.
- Washable paint
- Barrier elements, such as bollards or cones
- Seating: movable chairs and tables are preferable. Create seats from straw bales, milk crates, cinder blocks/wood planks, etc.
- Consider including shade elements if sunny

Photo by Street Plans. Dewey Park Annex Pedestrian Plaza in Burlington, VT.

Protected or Conventional Bike Lane

Definition: A bike lane is a designated space for people to ride bikes on the street right-of way. A protected bike lane features a physical barrier separating people bicycling from car traffic. Protected bike lanes come in a number of configurations but always use a vertical element to differentiate cycling space from driving space.

Design Considerations: Ideal dimensions for a bike lane are 5-7ft, with a buffer/protective space of at least 3ft. A vehicle travel lane of 10-11ft should be preserved (minimum of 10.5ft required in most cases). See the NACTO Urban Bikeway Design Guide for more information and diagrams: www.nacto.org

Location Considerations:

Like the median refuge island, bike lane demonstrations can be tricky to install and typically require more detailed traffic control planning. Location elements to consider:

- The easiest way to create a protected bike lane is to simply add a protective element to an existing, conventional bike lane (see photos at right).
- Streets with curbside parking can work well, as parking can be prohibited for one day to create space for the lane (see more info on parking prohibitions on page 21)
- Installation can be challenging on streets with high vehicle volumes and speeds, frequent curb cuts for driveways / driveway access, or where the demonstration would conflict with waste collection schedules.

Components and Materials:

- White striping - created with traffic tape, duct tape, spray chalk or similar material
- Surface treatments such as green paint and a bike lane marking (created with stencil)
- For a protected lane, add barrier elements, such as planters, bollards, cones



Photo by Nic Anderson



Photo by Julie Campoli

IDEAS FOR MATERIALS

Item	Details	Potential Source	Cost
Astroturf or Felt (cut-able)	Can be used to create a green/grass effect in a parklet or to simulate a grassy median	Can be purchased online, or from a local garden store. Typically \$25-35 for 4' x 6' of Astroturf.	Medium
Bike Lane Stencil	Stencil should conform to official MUTCD standards if possible	Can borrow official DPW stencil with advance notice through loan system	\$0 (if not damaged)
Bollards	Aim for movable, reflective, waist-high bollards - they are ideal for creating a visual barrier and channelizing traffic	Approx. 30 movable bollard posts are available for loan from Local Motion	\$0-\$XX
Duct Tape	Cheapest tape option for striping, easy to source and work with. Not appropriate for overnight use because it is not reflective!	Can purchase online.	Low
Paint - Corn Starch	Very washable, non-toxic. Requires minimum of 30 min. to dry.	Easy to make from equal parts corn starch and water + food coloring. The more corn starch, the thicker the paint.	Low
Paint - Tempera	Powdered tempera can be used in place of or to enhance corn-starch paint	Can purchase online. (Ex: Sargent Art Time Powder Tempera)	Low
Planter Boxes	Simple wooden boxes will suffice	Can be borrowed from Local Motion	\$0-\$XX
Plants	Add beauty to project, but also require careful transport, watering, etc.	Try to borrow from local nursery or garden store where possible. Be prepared to pay for any plants that are damaged during the demonstration.	Medium
Seating	Comfortable, movable seating can be created using benches, milk crates, hay bales, and more.	Consider borrowing chairs or benches from nearby businesses or residents. Or, create simple benches from raw materials like cinder blocks and planks of wood. (Many items may be available from the ReSOURCE and ReBUILD stores or loan programs).	Varies
Spray Chalk	Eco-friendly spay-able chalk. May require a power washer to remove.	Can be purchased online. Price typically ranges from \$5-\$15 per 15 oz. can	Medium
Straw Wattle	Creates a curb-level barrier - easy to install and morph into the shape needed	Available at landscape/garden stores.	~\$150 per 25' x 9"
Traffic Cones	Movable, reflective - can be used to create a visual barrier and/or channelize traffic	Can be borrowed from DPW with advance notice through a loan system	\$0 (if not damaged)
Traffic Tape	Higher durability tape, reflective. Purchase 4" wide if possible.	Can purchase online.	High
Wayfinding Signs	Can purchase complete kit from Walk [YourCity], or make your own!	DIY, or try walkyourcity.org/ (Complete kit for 16-sign campaign = approximately \$375)	Varies
Wood Pallets	Use pallets to make chairs, benches, tables, planters, a stage, parklets, a bike rack, and more.	Often available as an in-kind donation from local businesses. Use pallets with "HT" stamp not "MB" (the later means the pallet was treated with toxic methyl bromide)	

PROJECT PLANNING + EVALUATION

Host a Visioning Meeting

Ok, you've got a basic idea of what you want to do, and when/where you want to do it. Now it is time to bring people together to think through the details and create your initial proposal (Phase 1 of the permit process - detailed on page 36). Convene your team (see page 12 for details on who this might include) for a visioning meeting. This might be a pot-luck or happy hour - make it fun and social, but stay focused! See the sample agenda to the right.

Committee Roles

During your initial visioning meeting you'll want to identify the strengths and interests of people on their team, and create committees/work plans around those areas. Typical committees typically mirror the roles described on page 12 (under "Who?").

Tips for Event Timing

Depending on your goals, you may want to avoid timing your demonstration project with conflicting events in the community, or you may want to piggy back on them to maximize visibility/impact. In either scenario, set a target date as early in your planning process as possible - this will help hold everyone accountable!

VISIONING MEETING AGENDA

- **Introductions.** Assign a note taker!
- **Brainstorming:** Collect and share ideas about how you can make the project happen, and what it will look like. Agree on a project goal.
- **Location:** Discuss potential opportunities and challenges at your project location. Shrink the scale and narrow the scope of your project wherever possible. If you attempt to cover too large an area, you run the risk of being spread too thin and "diluting" your project's visual and physical impact.
- **Skills/Resources Inventory:** What skills do you have represented in your group? What materials do you have access to through donation/borrowing? Note what you're missing so you can try to fill in the gaps.
- **Evaluation:** How will you know if your project was a success? What will you document and measure to tell that story? What baseline data do you need to document to show change?
- **Roles and Next Steps:** Identify roles and outline next steps to start the project planning process. Break the project into measurable tasks and assign those tasks to people (or committees). Discuss what date/time is best for regular meetings, and set your next meeting date. Regular meetings are critical!

SAMPLE PLANNING MEETING AGENDA

- Introductions
- Stakeholder Outreach (Mouthpieces)
- Media and PR (Mouthpieces)
- Site Plan/Permitting (Coordinators)
- Budget (Coordinators)
- Supply and Materials Procurement (Gatherers)
- Sponsorship/Fundraising (Gatherers)
- Build-Day Planning/Logistics (Builders/Coordinators)
- Volunteer Recruitment (Shepherds)
- Next Steps/Action Items & Next Mtg Date

Phase 1: Creating Your Initial Proposal

The diagram on page 10-11 provides an overview of the permit process. The first step is creating an initial proposal describing your project. An application form for the initial proposal is provided on page 36. You should plan to hand this proposal in to DPW 2-5 months ahead of your target event date. The proposal must include a detailed description of your project idea, along with photos of your proposed location and a site plan (sketches, or drawings depicting your vision for the completed project). If you've got someone on your team with graphics/urban design skills and access to design programs, awesome! If not, other tools include:

- **Old-fashioned drawing** - trace paper over a printout of an aerial image can be enough to get your idea across
- **Case study images from similar projects**
- **Streetmix** - an online tool that lets you experiment with the design of your street by mixing/matching street components. See: <http://streetmix.net>
- **Google Maps** - add shapes and lines onto a Google aerial image right in your browser
- **PowerPoint** - if you don't have access to fancy design software, use PowerPoint to add shapes and lines onto a map or aerial image

When ready, attach the description and site plan to the Phase 1 application form on page 36, and send your proposal packet to DPW as directed. DPW will review your initial proposal within 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/regulations, and provide advice on Phase 2 Permit Application development. Based on this assessment, you may be asked to revise your idea before beginning the next phase of your application.

Vehicle Parking

In the Phase 1 application, you will be asked to describe parking conditions at your project site. The type of parking present will impact your permit requirements for Phase 2. Visit your site to check:

- Is metered parking present? If so, is it a single or double meter? Meter bag placement cannot impact ADA accessible spaces or block fire hydrants or bus stops.
- Remember that no matter the parking conditions, you may not place any obstructions between a transit stop and the travel lane.

If metered parking is present you'll need to:

- Complete the "Application for Possession and Use of Meter Hoods" available from the DPW Traffic Division. (During Phase 2.)
 - » DPW Director approval is required for multiple bags or bags that have a duration greater than 3 days.
 - » With advance notice, DPW may be able to waive per-day meter fees. The \$10 deposit and fees for lost, stolen or damaged equipment cannot be waived.
- Visit the DPW office after 12:00pm the day before the spot is needed to hand in your application and obtain a meter bag. Cover your meter between 5:00 - 6:00pm the day before the spots are needed.
- Call or email the Police Department with the location of your meter bag 24-36 hours before the ban is needed. If someone does park in your bagged space on the day of your event, call the non-emergency line for BPD at: (802) 658-2704

If curbside parking is allowed, but no meters are present, you'll follow these steps:

- 36 hours before event, notify BPD and CarShare VT (if event impacts their vehicles/parking).
- 24 hours before the event, post "No Parking" signs (provided by DPW) with the date and time of parking restrictions.
 - » If wooden stakes will be used, call Dig Safe at 811 to verify clearance 48 hours prior to event.
 - » If 1/2 to 1 full block of parking will be restricted, flyer all cars parked on the street 24 hours before event.

Traffic Control & Safety

A major goal of this guide is to allow people to experiment with and experience new street design conditions. So, with the exception of the Plaza project type, it is likely that the street will be open to vehicle traffic once the demonstration is installed. Depending on the project type, the street may also be open during installation and clean-up.

Safety is an essential consideration - for volunteers working on the project, and for people driving, walking or biking through the space. Project leaders must think through traffic control and safety for all aspects of the project: build-out/installation; project duration; removal/clean-up.

When you hand in your initial proposal in Phase 1, DPW will help you assess the traffic control requirements for your project and give you feedback on next steps for creating a complete permit application (Phase 2). In most cases, the TCP must be completed by a professional engineer, in accordance with guidelines set out in the Manual on Uniform Traffic Control Devices (MUTCD). The person or organization who creates your traffic control plan is your Engineering Partner. If you don't have an engineer on your team, don't despair!

- Some projects may be simple enough that they do not require a TCP.
- DPW will assist with up to 4 TCPs for demonstration projects each year. If you need help creating a traffic control plan, check the appropriate box in your Initial Proposal to indicate this need to DPW.
- If DPW is unable to assist with the creation of your TCP, local engineering firms may be willing to assist you in creating a plan on a volunteer basis. (See page x for ideas.)
- Once your TCP has been approved and your Phase 2 Demonstration Project Permit is awarded, you can work with DPW to use official city signs to execute the plan. Depending on the complexity of the TCP, DPW may be actively involved in implementing the plan.



Photo by Julie Campoli.

Safety First!

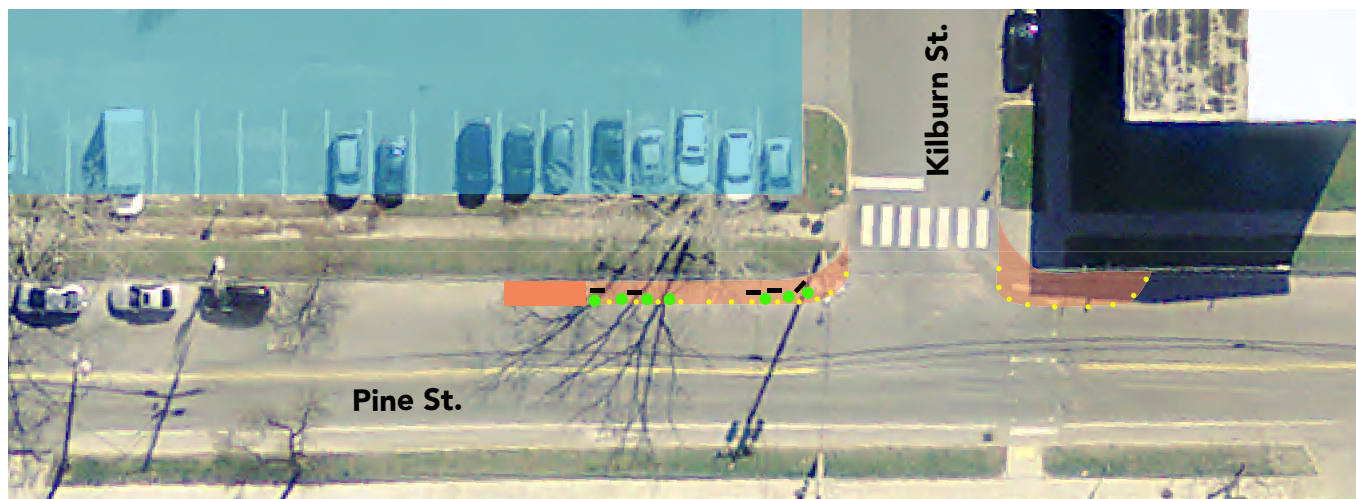
When the big event day arrives, the project leader will be responsible for making sure that everyone who assists with the temporary Demonstration Project reads the Safety Guidelines, completes a Release of Liability Waiver, and completes the Sign-in Sheet.

Participants must follow safety rules, laws, and procedures to ensure that their work environment is safe. This including making sure volunteers remain in the coned-off, safe work zone at all time. It might also include obtaining and wearing safety equipment, such as gloves, face protection, hearing protection, and clothing and footwear appropriate for the job to be performed (such as closed toed shoes or safety vests - which may be borrowed from Local Motion or DPW).

See the 3-part packet of required materials in the appendices for more information and required material.



Example: Easy Project



Curb Extension & Parklet in the South End

This project involved creating a temporary parklet and a curb extension. It was easy to plan/install because:

- The greenbelt next to the sidewalk provided space to gather for discussions and store supplies
- All work was taking place in the parking lane area, out of the way of the vehicle travel lane.

Traffic control for installation involved:

- Creating a simple Traffic Control Plan using standard plan types from the Manual on Uniform Traffic Control Devices (MUTCD) - the guiding document for traffic control and signage planning.
- Working with DPW to have signs posted prohibiting parking in a few curbside parking spaces in advance of the build day.
- Putting DPW's traffic control signs in place to warn oncoming cars of "shoulder work" - just as you'd see for an official construction project in the shoulder of a road. Placement of signs was guided by the traffic control plan.
- Placing traffic cones to create a barrier to protect volunteers working in the shoulder.
- Making sure all volunteers wore safety vests for visibility and stayed within the coned-off area.



Example: Complicated Project

Parking Protected Bike Lane on N. Winooski Ave.

The sketch below is an example of a site plan diagram for a more complicated bike lane project - a parking-protected bike lane along one block of N. Winooski Ave. This project was complicated to plan/install because:

- Installation occurred in the middle of the road for an entire block, requiring a temporary street closure for about 6 hours on a Saturday morning.
- A CCTA bus route had to be adjusted while the street was closed for project installation.
- The project design required a major shift in normal parking patterns. BPD assistance was needed to create and enforce a parking ban on the morning of project installation. When installation was complete, the design required drivers to park in a configuration that was totally new to Burlington. BPD assistance was needed to restore parking to the normal configuration.

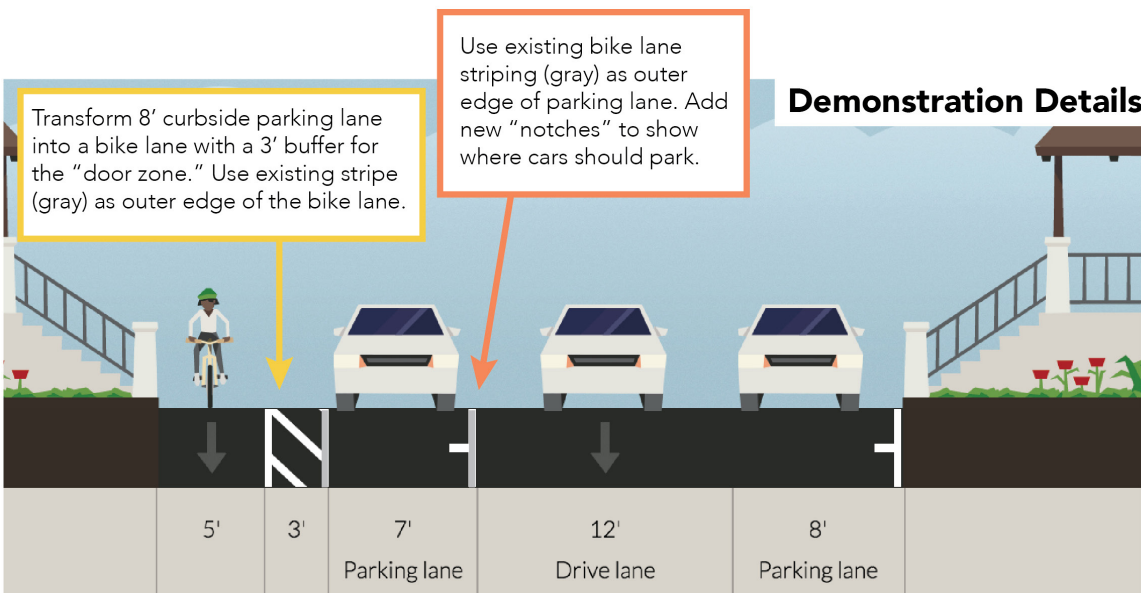
Traffic control for installation involved:

- Creating a more customized Traffic Control Plan in line with MUTCD standards.
- Working with DPW to have signs posted prohibiting parking in advance of the build day.
- Putting DPW's traffic control signs in place on the build day.
- Notifying neighbors of the temporary street closure.

The high degree of effort required for this demonstration was merited, because the demonstration was planned to take place in conjunction with the large Open Streets BTV event, as well as a citywide planning process for Burlington's first walk/bike master plan.



N. Winooski Ave. Existing Conditions



Demonstration Details

Execute Your Work Plan + Complete Your Phase 2 Application

DPW will provide you with feedback on your initial proposal within 2 weeks. Revise your proposal in response to that feedback, and start planning! Work in this phase consists of preparing your Phase 2 permit application (see page 39) and assembling all of the materials you need to create your project. Use the sample planning meeting agenda on page 20 as a resource as you work through the final preparations for the project.

Tips for Marketing/Outreach

Project branding is important - establishing a creative project title and eye-catching poster will help build excitement about your project. Work to disseminate your promotional materials within existing communications channels as much as possible. Create a "promo kit" with sample email text and Facebook posts to make it easy for supporters and partners to share your project information with their networks. At the same time, be sure to honor your responsibilities for outreach to neighbors and business owners around your project. More information about this is provided in the diagram on page 10, and in the Phase 2 Application form.

Tips for Supply Procurement

Look for borrowed, donated or recycled materials whenever possible. Many items may be available from the ReSOURCE and ReBUILD stores or loan programs. Project partners can be a huge help in sourcing materials - local businesses that donate materials should be recognized with signage, etc. as "in-kind" sponsors.

Tips for Volunteer Recruitment

Try to leverage collaborations with existing organizations such as schools, churches, service groups, neighborhood associations and advocacy groups. You may need volunteers to help with pre-event outreach. You'll definitely need them to help with installation, staffing, and clean-up. Be sure to schedule multiple shifts so everyone has fun and avoids burn-out (aim for shifts of no more than 3 hours). And, remember that all volunteers should have a "Safety First" approach to working in the roadway - see the Safety Guidelines on page 41 for more info.

Funding + Donations

Though the City of Burlington may provide limited in-kind support, community partners are responsible for funding the installation, maintenance, and removal of the demonstration project. But, you don't need a large grant to undertake a demonstration project. Look for options to borrow, reclaim, or have materials donated before you think about buying them. Often, all you need to get started is the courage to ask and thank-you notes to send later.

You'll find a wide variety of resources that can be leveraged to support your work.

- **Crowdfunding:** Options include Kickstarter, Indiegogo, and a favorite fundraising tool for community-led projects: ioby. Ioby is a non-profit, crowd-resourcing platform that helps neighborhood projects come to life block by block.
- **In-kind donations from local businesses:** Often helpful in sourcing or borrowing supplies like paint, pallets, plants, benches, tires, cinder blocks, wood, etc.
- **Borrowed supplies from the Local Motion pop-up trailer.** For more information visit: localmotion.org/pop_ups.
- **Small financial grants from local businesses or chains:** With enough advanced notice, small financial grants may be available for neighborhood events or projects.

Baseline Data Collection

The project goal you define at your first Visioning Meeting will help define what metrics you will use to evaluate what worked well about your project, and what could be improved. The following pages outline details of quantitative and qualitative data points that might be appropriate for evaluating your demonstration project. It is important to collect baseline data before your project is installed so that you can make a comparison. Try to collect baseline data under conditions that are relevant to the goals of your project. For example, if you're interested in making it safer for people to bike to work along a certain street, you should count baseline volumes of bike commuters on a normal weekday, avoiding rainy days or holidays.

Build-Day Planning and Logistics

Creating the TCP discussed on page 22 will help you begin to flesh out the details of build-day planning. In addition to the TCP, you should create a detailed timeline for project installation and removal. Elements to consider include: supply transport and arrival, when traffic control begins/ends, set-up of various project elements, and timing for site inspection by DPW, programming, evaluation activities, and volunteer shifts.

Ok - Now Build the Project!

You've obtained your permit, and the big day is finally here. Warning: things will not always go exactly as planned. Expect and plan for the unknown, and welcome and learn from the mistakes - there will be some! It is important to remain flexible even as you roll out your project so you can adjust elements of your plan as needed.

Be sure to refer back to your build-day timeline to be sure you accomplish your various evaluation/documentation activities as planned. (Details on the following page.) You must also be sure to comply with all permit and notification requirements defined in through the Phase 2 application process, and:

- Complete the 3-part packet of required materials associated with the Safety Guidelines
- Post the Phase 3 info sign at your project site

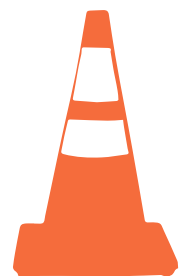


Students at Bates College create a temporary two-way buffered bicycle lane in Lewiston, ME.

Project Clean-up

Project leaders are responsible for removing the demonstration project according to the timeline stipulated in their permit application. If the Community Partner fails to remove the project as required, the City may be forced to do so at the expense of the partner.

All demonstration project permits are revocable by the Director of Public Works if the permitted project no longer meets the intent of a city plan or policy. To see the fine print, flip to the policy text on page 39.



Project Evaluation

QUALITATIVE TOOLS

Qualitative metrics refer to data that is observed rather than measured. This might include quotes or descriptions. Qualitative data is especially helpful in telling the story of your project, and the goal should be to do so in a genuine and human way. Consider using the following tools:

- **Intercept Surveys** - Develop a very short (1-3 question) survey to ask people who pass through your project area.
- **General Surveys** - Use paper or electronic surveys (via laptop or tablet) to gather more in-depth information on site, or as a follow-up to your project. Platforms such as SurveyMonkey can be very useful for this purpose. We recommend keeping surveys to under 5-minutes in length. You may wish to create different surveys for different stakeholder groups (ex: residents, local businesses, etc.).
- **Idea Boards** - This tool is similar to an intercept survey, but it allows people to quickly see what others have said in addition to sharing their own ideas. Create a large chalkboard or use blank paper as a canvas for people to share their ideas, and ask a simple question. For example, you may create two columns with the prompts "I like this because..." and "I don't like this because...". Or, you may ask a more general question that applies to the goal of your project. Provide markers, sticky notes, chalk, or other tools so people can easily share their thoughts on the idea wall. If possible, staff the idea wall with a volunteer facilitator at all times to orient and engage people.
- **Key Person Interviews & Testimonials**- Your project goals may make input from specific stakeholders particularly valuable. For example, if you're creating temporary bulb-outs near a school crossing, you may want to interview the crossing guard who works there every day to get their input. Make a list of key people you'd like to interview, and record their thoughts so that, with their permission, you can share them as testimonials in the future. See the feedback form on page X for more.

QUANTITATIVE TOOLS

Quantitative metrics deal with numbers and data that can be measured, such as pedestrian or bicycle volume counts. Go back to your project goals and think about what numbers will help you know if your project was a success. You will also want to select quantitative metrics that help you understand how it may have impacted key user groups, for better or for worse. Potential data points to consider include:

- **Volume counts for vehicles, pedestrians and/or cyclists.** To measure cyclist volumes, consider using WayCount - an affordable hardware and web platform for crowdsourcing automobile and bicycle traffic count data. Smart phone counter applications (such as CounterPoint) are also available, and can help you collect volumes across multiple transportation modes. To conduct a manual count, start by creating a schedule that accounts for uniform counting time periods (ex: the first 10 minutes of every hour, beginning on the hour). Set a time to collect baseline data for comparison at the time periods before your project is in place. (See Additional Resource section for a sample worksheet.)
- **Stationary Activity Counts.** Beyond counting who is passing through your project area, you may want to record who is staying, and what they are doing. This can be accomplished through regular stationary activity counts, which are conducted in regular intervals just like volume counts. For these counts, you will want to record information about what people are doing, how they are interacting, their age, gender, how long they are staying, etc.
- **Sales figures.** Work with nearby businesses to see if they will share information about their sales figures in relation to your project. You might, for example compare their sales figures on your project weekend to those of an average weekend in the same season from the previous year, and again to a representative weekend after your project is complete. Aim to keep time of year and dates consistent, so you can make an accurate comparison. If you're unable to get sales figures, consider counting/comparing the number of people who visit businesses near your project site.

- **Vehicle Speeds.** In many cases, your goal may be to slow cars down to a safer speed. You can easily count speed with a radar gun. (Contact Burlington Police Department to see if you might be able to borrow one!) If you cannot get access to one, simply mark out a 100-ft stretch on the roadway near your project and use a stopwatch tool on your phone to record the time it takes a driver to cover this distance.
- **Yielding Rates for Pedestrians in Crosswalk.** Observe and record how many drivers yield to pedestrians in the crosswalk before, during, and after your project.
- **Red light stop times** can be valuable measurements if there is concern about back ups at traffic lights as the result of your project. Have a friend or fellow volunteer use a stopwatch to time how long it takes them to get through the relevant intersection before and after your project is in place. Another option is an informal queue count- just count the number of cars waiting at the red light.
- **Emergency and transit vehicle access** is an incredibly important consideration. Invite the Fire Department and CCTA to come out to your demonstration site to test how well their vehicles can maneuver around the demonstration, and record the results.
- **Noise levels** impact quality of life, and measuring decibels can be useful. Many smart phones support apps which will allow you to take decibel readings directly from the phone.
- **Resources Leveraged.** Don't forget to track volunteer involvement, in-kind donations, financial donations, etc. These metrics demonstrate support for your project in an impactful way.
- **Online Conversations.** Create a project hash tag, and display it prominently near your project. Use it to share project imagery, and check in regularly to see how many people are talking about your project online, and what they are saying.

DOCUMENTATION TOOLS

Collecting visuals to tell the story of your project is a must. Potential tools include:

- Video recordings of people interacting with the project or sharing their thoughts about it
- Time-lapse video applications allow you to use your smart phone to create a dynamic video illustrating how your project transforms public space and functions while installed.
- Before and After photographs can be a striking visual. Be sure to consider options for capturing aerial images (from a nearby window or balcony, for example), and establish a uniform shot angle for clear comparison.
- Event Photos documenting the various aspects of your project through all stages of its life, from installation to tear-down.



A simple idea board in Morgan Hill, CA.



Using a WayCount counter in Atlanta, GA.

#BTVdemoproject

When uploading your photos to social media, use the Burlington Demonstration Project hashtag: #BTVdemoproject. Doing so will help us track photos as inspiration to other demonstration project organizers!



An impromptu discussion about the pros and cons of a parking protected-bike lane occurred between a passing bicyclist, a demonstration project team member, and the local mailman.

EDUCATION AND PUBLIC DISCUSSION

One of the most exciting things about Tactical Urbanism is that it takes the urban design discussion out of the office or public meeting and puts it right into the street. With the proper set-up, your demonstration project can spark meaningful dialogue about public space design, safety, and your project goals. In addition to collecting input through the Qualitative Tools mentioned on page 27, consider how you want to inform people about the context and purpose of your project. Tools include:

- Talking points insure that all volunteer and project participants are on the same page about messaging and communications
- One-pagers or postcards allow people to take home key info about your project, and can be used to direct them to a website or online survey for follow-up

FOLLOW UP

Great Work! Now What?

Thank Yous

Follow-up immediately after your event thanking everyone who was involved: volunteers, donors, city staff, local businesses, etc. Share photos and include evaluation surveys where appropriate (more on that below). Don't forget public shout-outs thanking sponsors and donors via social media, email newsletters, and any other public recaps of the event.

Debriefing

Gather your core planning team as soon as you can following the event to debrief. Aim to meet within 1 week so the event is still fresh in everyone's mind.

You may want to create a short questionnaire to gather input from key stakeholder groups such as residents, local businesses, and volunteers. Find out what they think about the impact of the demonstration, what worked about the process, and what didn't. A link to the questionnaire might be included right in your thank you communications. You may also simply compile feedback forms completed on site - see the template on page 48.

Publish a recap of your project. Include any data you collected, relevant observations from stakeholder surveys, along with any media coverage, photos, and/or videos. Share this recap with the general public, media outlets, elected officials, and sponsors/donors.

Building Capacity Moving Forward

Ideally, your demonstration project brought a diverse group of people to work together on a project that impacts your neighborhood. Don't lose momentum! Some of the findings from your demonstration project might result in recommendations for next steps or long term actions. Record these findings and share them with the City using the Recap Worksheet (Phase 4) so you can continue to work in partnership towards improving your neighborhood.

If you've learned lessons you feel will benefit future groups leading demonstration projects, share these with the City as well. You might want to share recipes for paint, sources for supplies or funding, or any other tips that will help others plan and execute a successful demonstration.



THE POLICY

Burlington, VT

Demonstration Project Policy

AUTHORITY TO ENABLE COMMUNITY-LED DEMONSTRATION PROJECTS WITHIN PUBLIC RIGHTS-OF-WAY

With the conditions set forth in this policy, the City of Burlington Public Works Department, Police Department, and Fire Department shall enable non-municipal groups and organizations, hereby known as Community Partners, to undertake short-term demonstration projects in public rights-of-way. Demonstration Projects shall be defined as those lasting one (1) to seven (7) days. Projects that exceed this in duration will be subject to the City of Burlington's Pilot Project Ordinance (Article 1 Chapter 20 Section 3).

COMMUNITY PARTNERS

(1) Eligible Community Partners include, but shall not be limited to the following entities:

- Business Improvement District or merchant group
- Neighborhood Planning Assembly
- Residents
- Chamber of Commerce
- Business owner
- Commercial property owner
- Not-for-profit organizations
- Community-based organizations and civic groups
- University or other academic clubs, organizations, classes
- Other eligible Community Partners may be considered on a case-by-case basis.

SITE REQUIREMENTS, CLEARANCE AND ACCESS

(2) State Highways and Arterial Roads: Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review. Projects located on streets classified as "arterial" by the City of Burlington are possible, but are likely to require more robust review and traffic control (North Ave., Colchester Ave., Shelburne Rd. or Main St.).

(3) Speed Limit: Project should be located on a street in the public right of way, with a speed limit that is 25 MPH or less.

(4) Services: Project design and location should avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up. If a demonstration project will impact these services, alternate access must be provided and negotiated with the impacted parties.

(5) Public Utilities: Projects should not restrict access in any way to public utilities, utility covers, valves, building standpipes, etc.

(6) Fire Hydrants: Projects must preserve vehicle access within 25 ft. of fire hydrants.

(7) Driveways: Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration. Such permission must be illustrated by letter of support.

(8) Emergency Vehicles: Project design must preserve full access for emergency vehicles, providing at least 14 feet of horizontal roadway clearance.

(9) Demonstration Projects shall maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

(10) Demonstration projects should not be located on the same block as ongoing construction projects.

(11) No street or public right-of-way shall be blocked for project installation for more than 24-hours unless specifically allowed by the Burlington Department of Public Works, Police Department, Fire Department, and the Chittenden County Transportation Authority (CCTA).

Demonstration Projects that do not meet these criteria will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis.

FUNDING

(12) The Community Partner should expect to purchase, install, maintain, and remove various project materials and elements at no cost to the City. In some scenarios, the City of Burlington may provide funding or in-kind support to benefit the project, but financial support from the City is not guaranteed or required.

COMMUNITY SUPPORT

(13) Demonstration projects must demonstrate community support from 75% of property owners/ business entities on the block adjacent to the project site. Support must be demonstrated through individual letters or petition.

(14) The Community Partner must provide individual letter(s) of support from any property owners/ businesses whose driveway access will be impacted by the demonstration.

PERMITTING + NOTIFICATION

For a diagram of the process, please see page 10.

(15) Phase 1: Project Development: Community partner shall submit initial proposal via the Phase 1 Application, with draft site plan sketch a minimum of 2 months from the desired event date (though a longer time frame is recommended). The Burlington Public Works Department will review the proposal within 2 weeks to assess Traffic Control requirements, confirm compliance with applicable laws/ regulations, and provide advice on Phase 2 Permit Application development. DPW will also ensure that Demonstration Project will not interfere with emergency access to utilities such as fire hydrants, public utilities access panels, building standpipes, etc. at this stage. The Community Partner must revise materials in response to DPW feedback and create a complete a Phase 2 permit application.

(16) Phase 2: Permit Application: Community partner shall submit a complete Phase 2 permit application to DPW a minimum of 45 days before target event date. DPW shall be the primary point of contact between the Community Partner and the other agencies whose approval is required: BPD, BFD, CCTA, and the Public Works Commission (referred to as agency partners). Permitting process will follow the diagram on page 10. If application is complete, DPW will distribute it to agency partners within 1 week, and a minimum of 30 days before the target event date. Agency partners report any concerns to DPW within 30 days of DPW's distribution.

(17) The Department of Public Works must send the approved permit package to Public Works Commission, BPD, BFD, and CCTA for informational purposes a minimum of 2 weeks before event.

(18) The Community Partner shall notify all households and businesses (including CarShare providers if impacted) within two (2) city blocks of the proposed project at least seven (7) days before the installation date, via an informational flyer or a letter.

(19) Any temporary changes to parking will be subject to existing protocols for placement of notification signs and meter bags. If metered parking is present, applicants shall complete the "Application for Possession and Use of Meter Hoods" available from the DPW Traffic Division. If curbside parking is allowed, but no meters are present, applicant must: (1) notify BPD and CarShare VT 36 hours prior to event; (2) post "No Parking" signs (provided by DPW) with the date and time of parking restrictions 24 hours prior to event. See page 21 of the Guide for more details.

(20) The Community Partner shall post the mandatory project information sign at the project site for the duration of the project. (Sign template provided in the Required Items section of this Guide.)

STEWARDSHIP

(21) The Community Partner shall not be exempt from complying with all applicable traffic laws, including laws regarding bicyclists and pedestrians, or other relevant city ordinances unless otherwise approved by the Public Works Director. DPW will identify any concerns related to compliance when reviewing the Community Partner's initial proposal (Phase 1 of application process).

(22) The Community Partner is responsible for designating a primary contact person who can be reached by the City for the duration of the project in case of emergencies or unexpected issues/concerns. This person must be available for a site inspection once the project has been installed, and must be willing and able to troubleshoot should adjustments be necessary.

(23) Community Partner is responsible for any damage to private property or public property within the right-of-way that occurs as a direct result of the demonstration project.

(24) The Community Partner is responsible for removing all elements/features of the Demonstration Project and restoring the project site to its original conditions by the end of the permit period. If the Community Partner fails to remove the project and its various elements within the agreed time frame, the City will do so at the expense of the Community Partner, and Partner may be considered ineligible to lead future Demonstration Projects. If an emergency situation requires the City to remove or damage parts of the project before the end of the permit period, the City will not be held liable for damages to the project elements.

(25) The Community Partner shall work with affected neighbors to listen to any concerns that may arise during the project's duration. The community partner will attempt to resolve any concerns, assuming such actions do not undermine the goals of the demonstration project. If concerns cannot be addressed, the Community Partner should record the concern for submittal to DPW in the Recap Worksheet provided.

(26) The Community Partner shall notify the Police and Public Works Department of any traffic crashes, or other incidents resulting in injury to persons or property occurring at the Demonstration Project site. Contact Burlington Police Department at 658-2704, and Burlington Public Works at 863-9094.

(27) The Demonstration Project shall be revocable by the Public Works Director if the project no longer meets the intent of the approved Demonstration Project proposal.

PERMIT AND REQUIRED ITEMS



City of Burlington, Department of Public Works
 645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849
 802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Page 1 of 3

Demonstration Project Permit Application (Phase 1 Proposal)

Applicant Contact Information: *(List main project contact person)*

Full Name:

Organization Name: (optional)

Title: (optional)

Email Address:

Phone #:

Is this the first time you have participated in the Demonstration Project Program?

☐ Yes ☐ No (if no, please list past project/s below)

--

Organization/Applicant Type: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Business Improvement District or merchant group | <input type="checkbox"/> Commercial property owner |
| <input type="checkbox"/> Neighborhood Planning Assembly | <input type="checkbox"/> Not-for-profit organization |
| <input type="checkbox"/> Resident | <input type="checkbox"/> Community-based organization or civic group |
| <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> University or other academic institution |
| <input type="checkbox"/> Business owner | |

Project Proposal Information:

Proposed project location: (Please refer to and complete the site eligibility checklist on the next page)

List City Ward and Councilor(s) representing area where the project is located:

Target Project Timeline: (list date, day of week, and approximate hours for each phase)

Installation:

Duration:

Removal:

Parking Information:

What type of parking is present in your project site? Describe any restricted zones, accessible spaces, and whether curbside parking is regulated by parking meters.(See page 21 in Guide for more information.)

DESIGN AND LOCATION CRITERIA

Does your project meet the below requirements for quick and easy approval? Projects that do not meet the criteria listed here are not impossible, but they will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis. For additional details about requirements related to clearance, access, and community support, please see the policy document in the Policy section of this Guide.

	YES	NO
Does your site avoid State Highways (VT 127 and Routes 2, 7, and Alt. Route 7)? Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review.		
Does your site avoid streets classified as “arterial” by the City of Burlington? (North Avenue, Colchester Avenue, Shelburne Road or Main Street)		
Is your site a public right of way, with a speed limit that is 25 MPH or less?		
Will your project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up? If project will impact these services, alternate access must be provided and negotiated with the impacted parties.		
Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?		
Does your project design preserve vehicle access within 25 ft. of any fire hydrants at your location?		
Does your project preserve normal access to driveways? Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration (demonstrated by letter of support - attach if relevant).		
Does your project design preserve full access for emergency vehicles? (Project design must provide at least 14 feet of horizontal roadway clearance.)		
Does your project design preserve normal street/sidewalk access for individuals with disabilities?		
Is your project located on the same block as any ongoing construction projects?		
Are all street closures needed for your project expected to last less than 24 hours? Streets or public rights-of-way cannot be blocked for more than 24-hours unless special permission is obtained from DPW, BPD, BFD, and CCTA.		

PROJECT PLAN INFORMATION

Please attach the following materials to further describe your project idea:

- ☐ A short description of your project idea, including information about the goal/intent of the project.
- ☐ 3-5 photographs of your proposed project location, and any measurement information you were able to collect. (Measurement information *not* required - do not enter the street if it is not safe to do so!)
- ☐ A site plan (sketches, or drawings depicting your vision for the completed project)
- ☐ A brief description of the quantitative and qualitative metrics you intend to use to evaluate and gather public input on your project.

Do you have an Engineering Partner identified to help you create a Traffic Control Plan in the event that one is required? (Note that a Traffic Control Plan may not be needed for all project types. DPW will advise you of Traffic Control requirements when reviewing your Phase 1 proposal.)

- ☐ No
- ☐ Yes (List name and contact information below)

Do you have any residents or business owners from the surrounding area (on the block adjacent to your project site) on your planning team, or indicating advance support of the project? (Note that during Phase 2 of this application process, you will be required to demonstrate community support for your project via a petition.)

- ☐ No
- ☐ Yes (If yes, list below. Attach additional materials as needed.)

Submittal Date*:

** We recommend submitting your initial proposal 2-5 months before your target event date. First time applicants should aim to submit materials as early as possible.*

Please send your initial proposal to: Nicole Losch, Senior Transportation Planner - nlosch@burlingtonvt.gov



City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Page 1 of 2

Demonstration Project Permit Application (Phase 2 Application)

Note: This application form is intended only for those parties who have already submitted in Initial Proposal to DPW (Phase 1), and have revised their project materials in response to DPW feedback.

APPLICANT INFORMATION *(List main project contact person)*

Full Name:

Organization Name: (optional)

Title: (optional)

Email Address:

Phone #:

Has the contact person changed since the Initial Application in Phase 1?

☐ Yes ☐ No

PHASE 2 PROJECT PROPOSAL

Proposed project location:

List City Ward and Councilor(s) representing area where the project is located:

Has the project location changed since the Initial Application in Phase 1?

☐ Yes ☐ No

Please attach the following materials to further describe your proposal. Clearly explain any notable changes that you have made in response to DPW feedback from Phase 1.

- ☐ A description of your project idea, including information about the goal/intent of the project. (1 pg. max)
- ☐ A site plan - sketches, or drawings depicting your vision for the completed project

COMMUNITY SUPPORT

- ☐ **Attach your petition and/or letters of support.** Petition/letters must indicate support from 75% of property owners/business entities on the block adjacent to your project site.

PROJECT IMPLEMENTATION

Did DPW indicate that a Traffic Control Plan was required as part of your Phase 2 Proposal?

- ☐ **No**
- ☐ **Yes.** If yes, attach the Traffic Control Plan created for your project. The Plan must be completed by a licensed engineer, according to MUTCD guidelines. Provide the contact information for the Engineering Partner who assisted you with preparation of the Traffic Control Plan below.

Name:	
Organization or Company:	
Email Address:	Phone #:

Installation: How do you plan to install and break-down the project in accordance with the Traffic Control Plan? Please share the details of your work plan, in the form of a timeline that shows when project elements will be installed/staffed/taken down, and by who (staff, volunteers, etc.). Be sure to indicate:

- Who will lead implementation of the traffic control plan. (Note that DPW may be able to assist with complex plans in some cases.)
- Your desired time for project inspection by DPW staff (must occur at end of installation, before project officially "opens" to the public)
- Who will be the volunteer coordinator/point person? (This person must insure all volunteers sign Wavier)
- Estimated time frames for each phase of work and planned activity (at minimum, indicate timing for installation, duration, tear-down)
- Timeline for posting any required parking impact notifications (see page 21 of the Guide for more information).
- Number of volunteers/staff who will be involved in each phase of the project

Evaluation/Outreach: Describe the quantitative and qualitative metrics you will use to evaluate and gather public input on your project (approx. 1 page). Please include details of when evaluation activities will occur, and how many volunteers/people will be involved in each of your planned evaluation activities. When uploading your photos to social media, please use the Burlington Demonstration Project hashtag: #BTVdemoproject. Doing so will help us track photos as inspiration to other demonstration project organizers.

I understand that I am required to comply with the items stipulated in the Demonstration Project Policy on pages 31-34. I also understand that I am responsible for providing all volunteers with a copy of the Safety Guidelines and ensuring all volunteers sign the Release of Liability.

Signature: _____

Print Name: _____ Date: _____

Please send your application to: Nicole Losch, Senior Transportation Planner - nlosch@burlingtonvt.gov



Safety Guidelines

ADOPTING A "SAFETY FIRST" MENTALITY FOR TEMPORARY DEMONSTRATION PROJECTS

OBJECTIVE

The first goal of a demonstration project in the public right-of-way is to provide safer neighborhoods and streets using an open, temporary design and construction approach. The Department of Public Works and its employees, partners and volunteers are all part of this strategic mission and vision. Adopting a "safety first" mentality can help insure that accidents are prevented. Safety should be the first consideration for all parties at all stages of the project - through preparation, pre-build, installation, and clean-up.

GENERAL SAFETY

The project leader is responsible for making sure that everyone who assists with a temporary Demonstration Project reads these Safety Guidelines, completes a Release of Liability waiver, and completes the Sign-in Sheet. Participants must follow safety rules, laws, and procedures to ensure that their work environment is safe. This might include obtaining and wearing safety equipment, such as gloves, face protection, hearing protection, and clothing and footwear appropriate for the job to be performed (such as closed toed shoes or safety vests).

Requirements for Accident and Incident Reporting

The Community Partner shall notify the Police and Public Works Department of any traffic crashes or other incidents resulting in injury to persons or property occurring at the Demonstration Project site. Contact Burlington Police Department at 658-2704, and Burlington Public Works at 863-9094.

Anyone who observes an unsafe condition, behavior or protocol at the project site should speak up immediately, so that the group may adjust accordingly.

TRAFFIC CONTROL

Traffic control will be executed in accordance with the Traffic Control Plan developed during the project permitting process (see page 22 for details). Approved traffic control devices, including cones, barrels, barricades, and delineator posts shall be used as described in the Traffic Control Plan.

FIELD SAFETY MEETINGS

Demonstration Project leaders should hold safety meetings/briefings at least every day during implementation and project removal to discuss potential hazards or other safety concerns with the job(s) being performed that day. During the meeting, the project leader should describe safety protocols relevant to the project:

- Rules around accident and incident reporting (required for all projects - see above)
- Details of any personal protective equipment that might be required for work on any specific tasks (ex: work gloves, safety vests, closed toed shoes)
- Overview of the Traffic Control Plan approved for the day's activities.

At the close of the meeting, participants should sign the Sign in Sheet and Release of Liability Waiver on the following page.



Release of Liability

THIS FORM MUST BE COMPLETED BY ALL PERSONS INVOLVED IN INSTALLING AND REMOVING A DEMONSTRATION PROJECT THROUGH THE CITY OF BURLINGTON'S COMMUNITY DEMONSTRATION PROJECT PROGRAM.

TWO ENTRIES PER PAGE - PRINT AS MANY PAGES AS ARE NEEDED

.....

_____ agrees in any event to indemnify and hold harmless the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against and arising from and related to vendors, their employees or volunteers actions.

Full Name: _____

Address: _____ Phone: _____

Intending to be legally bound hereby, the undersigned agrees that they agree to the statements above and have read and will abide by the Safety Guidelines described in this Guide.

Signature: _____ Date: _____

.....

_____ agrees in any event to indemnify and hold harmless the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against and arising from and related to vendors, their employees or volunteers actions.

Full Name: _____

Address: _____ Phone: _____

Intending to be legally bound hereby, the undersigned agrees that they agree to the statements above and have read and will abide by the Safety Guidelines described in this Guide.

Signature: _____ Date: _____



Sign In Sheet

THIS SIGN-IN SHEET MUST BE COMPLETED BY ALL PERSONS INVOLVED IN INSTALLING AND REMOVING A DEMONSTRATION PROJECT THROUGH THE CITY OF BURLINGTON’S COMMUNITY DEMONSTRATION PROJECT PROGRAM.

Before you sign in below, you must read the Safety Guidelines provided (Part 1), and sign the Release of Liability Waiver (Part 2). All participants are required to abide by the Safety Guidelines.

NAME	ADDRESS	PHONE #	SIGNATURE

COMMUNITY-LED DEMONSTRATION PROJECT

This pop-up project was created through the City of Burlington's Demonstration Project Program. The program creates a pathway for everyday residents, advocacy organizations, and community groups to spearhead short-term demonstration projects alongside the Department of Public Works and other agencies.

Project Name and Description:

Project Duration:

Lead Contact Person and/ or Organization:



If lead contact person cannot be found,
contact the Burlington Department of
Public Works at 863-9094.

In case of emergencies, dial 911 for the Burlington Police Department.





City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Page 1 of 2

Recap Worksheet: (Phase 4)

Project Leader Name: *(List main project contact person. Note - this person will be considered the primary contact person should an issue or emergency arise.)*

Organization Name: *(if appropriate)*

Project Leader Address:

Project Date:

Project Location:

Project Budget

Estimated Materials Budget (purchased items)	
Estimated Value of In-Kind Materials Donations:	
Cost of hired services, if any: (list service type)	
Additional Costs:	
TOTAL PROJECT COST:	

List any in-kind donors or sponsors

Name	Item/Service

What worked well? (Attach secondary sheet if needed)

What would you do differently? (Attach secondary sheet if needed)

What challenges arose when planning or implementing your project? How did you deal with them?
(Attach secondary sheet if needed)

Please share any relevant findings/evaluation metrics for your project, as well as photographs or links to online information. When posting on social media, please use the Demonstration Project hashtag: #BTVdemoproject. Attach supporting materials as appropriate. (Attach secondary sheet if needed)

Do you have next steps for your group to continue to advance the goals associated with your project?
(Attach secondary sheet if needed)

ADDITIONAL RESOURCES



City of Burlington, Department of Public Works
 645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849
 802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

(Optional)

Demonstration Project Feedback Form

Name: (optional) _____ Date: _____

Email/Phone Number: (optional) _____

Share your comments about the demonstration project here:

Project Location: _____

Date: _____

National Bicycle and Pedestrian Documentation Project Count Template

FOR DETAILED COUNTING INSTRUCTIONS AND ADDITIONAL RESOURCES, VISIT:
[HTTP://BIKEPEDDOCUMENTATION.ORG/DOWNLOADS/](http://bikepeddocumentation.org/downloads/)

STANDARD SCREENLINE COUNT FORM

Name: _____ Location: _____

Date: _____ Start Time: _____ End Time: _____

Weather: _____

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold).
 Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Bicycles		Pedestrians		Others
	Female	Male	Female	Male	
00-:15					
15-:30					
30-:45					
45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45					
1:45-2:00					
Total					

Who to call for Traffic Control?

Page 22 notes that you may be required to create a Traffic Control Plan (TCP) as part of your Phase 2 application.

In most cases, the TCP must be completed by a professional engineer, in accordance with guidelines set out in the Manual on Uniform Traffic Control Devices (MUTCD). The person or organization who creates your traffic control plan is your Engineering Partner. If you don't have an engineer on your team, don't despair!

- Some projects may be simple enough that they do not require a TCP.
- DPW will assist with up to 4 TCPs for demonstration projects each year. If you need help creating a traffic control plan, check the appropriate box in your Initial Proposal to indicate this need to DPW.
- If DPW is unable to assist with the creation of your TCP, local engineering firms may be willing to assist you in creating a plan on a volunteer basis. The box to the right contains a few ideas for local companies you could try. Note that you should consider any donated engineering services as a valuable form of in-kind sponsorship of your project. Plan to create a sign to publicly recognize your Engineering Partner as a key part of your project's success!

VERMONT-BASED ENGINEERING FIRMS:

Note that inclusion in this does NOT mean the company has agreed to offer free services. You'll have to make a proposal just as you would for any sponsorship or donation to your project.

DuBois & King:

<https://www.dubois-king.com/>

Greenman-Pedersen, Inc. (GPI)

<http://gpinet.com/>

Resource Systems Group (RSG):

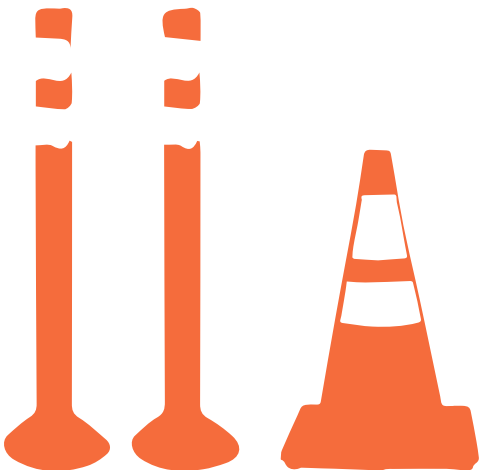
<http://www.rsginc.com/>

VHB:

<https://www.vhb.com/>

Vermont Traffic Control:

<http://www.vermonttrafficcontrol.com/>





**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Norman Baldwin P.E., Assistant Director – Technical Services
Re: E911 Coordinator and Street Numbering Authority

May 11, 2016

Proposal: Revise ordinance to transfer street numbering authority from with the Street Commission to a designated E911 Coordinator within either the City's Planning & Zoning or Information Technology departments.

Goal: To consolidate the City's addressing and E911 functions into a central and coordinated role. To accomplish this, we must formalize existing roles/activities and revise ordinances accordingly.

Background:

- Current City ordinance assigns the responsibility of numbering streets to the Street Commission. Chapter 27, section 101 reads "It shall be the duty of every owner or occupant to affix such numbers as directed by the street commissioners to his [or her] building or dwelling."
- At some point in history, prior to 2000, DPW staff took over the responsibility to assign street numbers.
- Around 2009, the GIS staff member in Planning & Zoning took over the responsibility.
- As part of Enhanced 911 coordination, the City seeks to formalize and consolidate a number of municipal responsibilities including street naming and street numbering.
- Even in an increasingly cell phone dominated environment where many cell phones provide approximate latitude-longitude coordinates when calling 911, proper street numbering remains essential for emergency response and for other non-emergency services such as mail delivery.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- The leadership of the Planning & Zoning and Information Technology departments are open to having a staff member formally take on the role as the City's E911 Coordinator that has the authority to name and number streets.

Staff Recommendation:

Given subdivision and development projects begin the review process with Planning & Zoning, city staff in multiple departments agree that it makes sense to centralize this responsibility with a designee in either the Planning & Zoning or Information Technology departments. Specifically we recommend that the City:

- Designate a City E911 Coordinator in either the Planning & Zoning or Information Technology departments
- Revise City ordinance to shift responsibility for street numbering from the Street Commission to the E911 Coordinator
- Delegate authority through City Council resolution for street naming responsibility to the E911 Coordinator

Before city staff advance this recommendation, we seek the DPW Commission's concurrence to formally transfer the responsibility to number streets from the Streets Commission to the E911 Coordinator for the City.

Please don't hesitate to contact us with any questions.

cc: David E White, Director, Planning & Zoning
Brandon del Pozo, Chief, Burlington Police Department
Steven Locke, Chief, Burlington Fire Department
Beth Anderson, Chief Innovation Officer
Gene Bergman, Assistant City Attorney

Draft DPW FY'17 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	METRICS
1	DPW-wide, CIO	Conduct Project Management pilot across City government with support of a PM consultant.	✓			Completion of pilot. Determination of next investment to strengthen City's PM capabilities and systems across City.		Updated policies.
2	DPW-wide	Complete asset management plan to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system) with geo-referenced in-field data collection functionality	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources that also includes a city-wide needs assessment. Procure CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions, service complaints. % of water loss. City assets are better maintained. Will develop and refine operational metrics through plan development.
3	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	✓			The city-wide capital plan shows optimal funding targets. Adequate capital funding levels will replace assets on schedule, increase service reliability and reduce costly emergency repairs. Advance strategies to close the funding gap between the capital plan and actual annual expenditures.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal.
5	DPW-wide	Strengthen operational policies and procedures	✓		✓	All DPW operational policies located in central folder. Smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments.		At least 10 new written policies / procedures approved by Director or Assistant Directors
6	DPW-wide	Increase employee participation in professional development opportunities	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opportunity each year.		At least 90% of staff that took advantage of professional development opportunity over last year
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	✓	✓		Staff managing to metrics and a public that is aware of our successes. Initial KPI's developed at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's	Existence and use of KPI's
8	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Staff continues to serve on City's Core Team for diversity and equity issues.	Help diversify commission	Utilize metrics developed by City's Diversity & Equity Core Team
9	DPW-wide	Strengthen safety program	✓	✓		Safety Manual completed in FY'16 and printed in FY'17. Actively participate in citywide risk management effort. DPW Safety Team meets at least every other month. Host voluntary Project Worksafe Audit.		Number of workdays lost to work-related injuries
10	CEDO, CIO, DPW-wide	Participate in city-wide public engagement and communications plan		✓	✓	Assist City in developing Civic Engagement Plan (incl. social media) to achieve a more informed and engaged community. May wait until FY'18, dependant on other departments.	Recommend Commission-related communication improvements	Completion of plan (may be in FY'17)
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department. Begin customer service surveys in FY'17.		Response time for a subset of Request For Service categories
12	IT, P&Z, Asessor, DPW	With CIO, develop document retention policy and document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits
13	ROW, Tech Services	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference costs in the city-wide capital plan.		Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.

Draft DPW FY'17 Key Initiatives

14	Tech Services, Water Res.	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. Initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards
15	Tech Services	Complete division re-organization and support teams through transition to best position Division to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts go to Board of Finance and Council for approval.		Re-organization accomplished.
16	Tech Services	Increase technical staff capacity in Technical Services	✓	✓		Team has resources to tackle additional capital projects (including downtown TIF) identified in the City's capital plan.		Staffing needs met with appropriate staff resources. Additional metric forward could include report on projects completed.
17	Tech Services	Advance high priority projects in accordance with project schedules	✓			High priority projects (Champlain Parkway, Great Streets, PlanBTV Walk/Bike implementation, Railyard Enterprise Project) advance on schedule.		Projects advance according to project schedules.
18	Traffic	Substantially complete Phase II of major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Complete \$6M+ investments by end of FY'17.	Review and provide input on funding strategy	Short term capital repairs completed
19	Traffic	Implement comprehensive upgrade to garage operations including an enhanced PARCS system				New PARCS system allows for greater automation of garages, transition of attendants to ambassadors, new validation program, and new lease options for customers.	Review and approve new lease and rate changes	Enhanced PARCS system installed. Begin to see increased net income from the garages.
20	Traffic	Implement downtown parking and transportation improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve the customer experience while also enhancing the sustainability of our parking system. Adjust on-street enforcement hours based on demand. Begin to have Traffic Fund support broader downtown transportation and related infrastructure needs downtown.	Review and approve changes	Phase II policy and rate changes implemented
21	CIO, Tech Services	Assist completion of permit reform report and begin implementation	✓	✓	✓	Led by CIO. Inspection Services will be actively engaged.		Plan substantially complete
22	Maintenance, CT, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Launch pilot to share DPW and Parks administrative fleet. Review existing structure and makes recommendations for future to Administration & Council. May also include review of City's facility maintenance structure and BSD fleet.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'17
23	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.		FY'18 budget has fairer allocation of costs
24	Water Resources	Revise Chapter 26 Ordinance and Stormwater manual -- will likely be a targeted strategy under Integrated Plan	✓			Be transparent, fair and flexible with development, without missing op's for capture and mitigation; incentivize management on private properties. Adoption of stormwater standards, with alternative compliance mechanisms; creation of Stormwater Manual.		Manual updated
25	Water Resources	Develop capital plans for stormwater and wastewater infrastructure -- including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			This will allow project, rate planning and coordination of work for collection system with capital street program. Procure consultant to determine how best to deal with biosolids (in partnership with CSWD).	Wastewater capital plan completed. Comprehensive pipe assessment underway. Embed in City capital plan.	Capital plans complete for Wastewater and Stormwater

Draft DPW FY'17 Key Initiatives

26	Water Resources	Integrated Water Quality Management Plan development	✓		✓	Advance planning necessary to develop an Integrated Water Quality Management Plan which outlines how the City will meet its various Clean Water Act regulatory obligations and its local water quality priorities. Continue conversations with VTDEC related to near term permitting needs.	Review interim elements and final Integrated Plan	Obtain SRF funding. Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of 35 high priority projects, completion of financial capability analysis. Completion and submission of Integrated Plan to VTDEC. Possible acquisition of Integrated Permit as appropriate.
27	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted.
28	Water Resources	Comply with TMDL (Total Maximum Daily Load) regulations -- continue chemical trial at Main & North W/W plants to determine ability to meet TMDL regulations for phosphorous reduction through optimization	✓		✓	Obtain reasonable Main WW discharge permit in early FY'17. Continue optimization efforts to help us reach compliance.	Monitor policy and understand cost impact	Track/develop cost per pound of P removed via Ferric versus Alum.
29	Water Resources (tentative)	Improve compliance with Stormwater sections of Chapter 26 ordinance through increased site inspections of construction sites and post-construction practices.	✓	✓		Through a possible increase of staff resources, increase compliance inspections for construction erosion prevention and sediment control practices and post-construction practices. Complete development of formal process of recording maintenance and access agreements for post-construction stormwater practices. Ensure that public projects are also compliant with Chapter 26. Increase # of contractor trainings. This will key to our "taking credit" for our local stormwater program in a number of regulatory venues.		# of construction and post-construction compliance inspections.
30	Water Resources (tentative)	Achieve delegated authority for local administration of Wastewater, Water Supply permits and possibly State Stormwater permits (if State drops threshold to 0.5 acre)			✓	This will result in improved customer service if Burlington is able to serve as more of a "one stop shop" for permits that otherwise are administered by a State office. Additionally, much of the work/review is <u>already performed by city staff</u> - this would provide a mechanism for collecting revenue (application fees) to support that review. It may also provide a mechanism for the re-establishment of connection fees/impact fees and would provide for staff resources to do technical inspection of connections to our sewer collection system (which is not currently occurring) This would require an additional staff person, but this function might be able to be combined with Chapter 26 improvement efforts.	Review creation of "program" and request for delegation to the State.	Ability to issue Water and Wastewater permits directly to property owners.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 April 2016
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Chris Gillman; Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Jim Barr; Tom Simon.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:31pm and makes opening comments.

Item 2 – Agenda

Vice Chair Archambeau makes motion to approve Agenda and is seconded by Commissioner Alberry.

Action taken: motion approved;

“Ayes” are unanimous.

Chair Padgett summarizes items on the Consent Agenda Item 4 – prior to Item 3 – Public Forum

Item 3 – Public Forum

Michelle Cunningham, Ward 3 business owner, speaks on Consent Agenda Item E.

Jess Ackerman, Ward 3 business owner, speaks on Consent Agenda Item E.

Sharon Bushor, Ward 1, speaks on Consent Agenda Item C.

Item 4 – Consent Agenda

A. Traffic Request Backlog

B. North Avenue “No Parking”

C. Resident Parking Implementation & Standard Operating Procedure

D. Resident Parking Ordinance Amendment for Maple Street

Vice Chair Archambeau makes motion to move Item E off Consent Agenda and make it Agenda Item 4.5 and is seconded by Commissioner Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Commissioner Alberry makes motion to approve Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Item 4.5 – Main/South Champlain Street Intersection Improvements

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff’s recommendation for the intersection improvements.

B) Commission Questions

Vice Chair Archambeau and Commissioner Gillman ask questions on Item 4.5 with Director Spencer and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 4.5 with Technician Roy.

E) Motion made by Commissioner Overby to accept staff’s recommendation.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Towing Rate Changes

A) Communication by Parking Enforcement Manager John King who speaks on the city’s review of towing rates.

B) Commission Questions

Commissioner Overby asks questions on Item 5 with Manager King answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to approve.

Seconded by Vice Chair Archambeau.

Discussion

Action taken: motion passed;

“Ayes” are unanimous.

Item 6 – 40-42 Colchester Ave – Appeal

A) Staff Written Presentation to Commission by City Engineer and Assistant Director for Technical Services Norm Baldwin (*who is not present*) which introduces the appeals of the property.

B) Communication by Code Enforcement Director William Ward who presents the city’s case concerning the appeal of the 40-42 Colchester Ave inspection findings, item by item, introducing Code Enforcement’s “40/42 Colchester Avenue” exhibit (via Power Point Presentation), Building Permit 16-217559 print screen from the Amanda database, and “Guardrail & Handrail on Stairs” handout for the record – Appellant Attorney William Towle, Appellant Soon Kwon, and Senior Assistant City Attorney Gene Bergman reply.

C) Oral Presentation by Appellant Attorney Towle and Mr. Kwon who respond to the city’s case, item by item, introducing Appellant’s “40-42 Colchester” exhibit (via Power Point Presentation) and Mr. Kwon’s letter dated 18 August 2015 for the record – Director Ward and City Attorney Bergman reply.

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Gillman ask questions on the city’s case with Director Ward answering.

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Gillman and Overby ask questions on the appeal with Appellant Attorney Towle and Mr. Kwon answering – City Attorney Bergman and Director Ward reply.

E) Public Comment

None

F) Action Requested – Vote

No action taken in open session

Item 7 – Draft Minutes of 3-8-16 & 3-16-16

Commissioner Alberry makes motion to accept draft minutes of 3-8-16 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Gillman: Aye

Commissioner Overby: abstained (*due to absence at 3-8-16 meeting*)

Chair Padgett: Aye

Commissioner Alberry makes motion to accept draft minutes of 3-16-16 and is seconded by Vice Chair Archambeau.

Action take: motion approved;

“Ayes” are unanimous.

Item 8 – Director’s Report

Director Spencer reports on and introduces the New Assistant Director for Traffic and Parking, Patrick Cashman, the 30-day driveway encroachment pilot program, the ongoing development process of the new City Market, proposing that during one of upcoming commission meetings having the Vermont Agency of Transportation update the commission on the Shelburne Road roundabout project, upcoming Agenda Items for the next commission meeting (sidewalk projects, PlanBTV Walk Bike, and the Shelburne Rd roundabout), and introduces the “FY’17 DPW Key Initiatives working draft v3” for the record; Chair Padgett and Commissioner Alberry respond to the proposed Vermont Agency of Transportation update with Director Spencer answering.

Item 9 – Commissioner Communications

Commissioner Overby comments on people writing to the commission and what the process is for getting it to the commissioners with Director Spencer responding; Chair Padgett comments on the 184 Church Street clean up and asks about any possibility of reimbursement for the city’s services, the Burlington Free Press story on the decrease in potholes, and moving the Executive Session agenda item to after the Adjournment agenda item on the agenda going forward with Director Spencer responding; Chair Padgett and Commissioners Alberry, Gillman, and Overby comment on the structure of the Consent Agenda.

Item 10 – Executive Session For Appeal and Director, City Engineer Evaluations

Vice Chair Archambeau makes motion to go into Executive Session and is seconded by Commissioner Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Item 11 – Adjournment & Next Meeting Date – May 18, 2016

Motion to adjourn made by Commissioner Gillman and seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 10:15pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: May 11, 2016

NEW ASSISTANT DIRECTOR – WATER RESOURCES MEGAN!

It is my pleasure to announce that Stormwater Program Manager Megan Moir has been selected to be DPW's next Assistant Director overseeing the Water Resources division! It was a unanimous decision from the seven-member hiring committee. She will officially assume the Assistant Director responsibilities on May 11. Megan has worked for DPW for 7 years and has successfully grown our stormwater program, led a city-wide asset management planning effort, advanced a first-in-the-state "Integrated Planning" approach for the division, and fostered increased collaboration between our programs and divisions.

GREAT STREETS

On Town Meeting Day 2015, voters approved up to \$10M of capital improvements in the downtown to foster additional downtown development through the utilization of Tax Increment Financing (or TIF for short). To date \$200,000 has been directed to support Marketplace Garage capital repairs including deck repair and rehabilitated elevators. The bulk of the voter approved measure was for reinvestment in our downtown streets (Main Street and St Paul Street in the first phase) and rehabilitation of City Hall Park. A competitive process sought to select a design and engineering consulting team to assist us with developing design and construction standards for the City's downtown and producing 25% conceptual design engineering documents for the projects listed above. A multi-departmental selection committee has advanced the proposal led by Suisman Urban Design. The BOF unanimously recommended approval of this selection and it will be going to the full City Council on May 16. The full BOF packet can be found at: <http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=A9LGTV456947>.

DRAFT FY'17 KEY INITIATIVES

As we have done in past fiscal years, staff is presenting the DPW Commission a draft version of our upcoming fiscal year workplan. We welcome the Commission's feedback on the draft document. We use this document to identify our objectives for the upcoming year and make sure our budget aligns with these priorities. This document also identifies the Commission role in these initiatives. We welcome your input at the upcoming Commission meeting. We plan to bring a final draft for your approval at the June Commission meeting. We will be presenting our proposed General Fund FY'17 to the Board of Finance on May 19th at 5pm. Commission members are welcome to attend this meeting.

PROJECT UPDATES

- The **construction season is fully underway**. Construction updates are posted on DPW's website at: <https://www.burlingtonvt.gov/DPW/CONSTRUCTION-UPDATES>.
- The final work items are being completed at **Waterfront Access North** this spring. Our contractor SD Ireland should complete their work in the next few weeks. We will be coming to the Commission in the coming months to seek authorization to install meters on Lake Street extension.
- The contract for the **Manhattan Drive slope failure** work has been signed. Work will be starting soon. We are expanding the scope of the design work to include fixing a smaller slope failure on the adjacent Route 127 bike path.
- Staff is continuing to advance preparations for the **North Avenue pilot project** which will begin this summer. The striping plan is available at: <https://www.burlingtonvt.gov/node/1074>. The City Council will be considering a resolution at their May 16th meeting to disband the North Avenue Task Force and direct DPW to lead the public engagement effort. We are organizing a public meeting for June 7th at the Miller Center to update the community on the pilot project prior to its installation.
- On the heels of City Council approval of relining some of our stormwater and wastewater pipes this season, we received Council approval to advance a **first-in-the-state relining of water mains**. The Council approved this \$739K contract on May 2nd that addresses water mains under streets scheduled to be repaved. The relining is not only cheaper than open dig water main replacement, but the period of disruption to traffic is much shorter as well.
- Based on feedback from Commissioners and staff, we have decided to host a separate public meeting for the **Shelburne Street Roundabout** and not have it as an agenda item at a Commission meeting. It became apparent that this topic needed its own meeting as there is expected to be significant interest from the South End community and we did not want to limit the conversation based on other Commission business.
- Thanks to financial support from Chittenden Solid Waste District, we are offering a **50% discount on recycling totes** while supplies last. The totes have larger capacity than our recycling bins and limit wind-blown litter. More information on the promotion is at: <https://www.burlingtonvt.gov/sites/default/files/u127/CART%20BROCHURE%20GREEN%20UP%20DAY.pdf>. Spread the word!
- At last month's Commission meeting, an update was requested on the sewage backup at **184 Church Street** that migrated onto the public right-of-way. A bill for our services to contain the sewage and protect the public has been sent to the property owner.
- We are still waiting on the release of the final **Total Maximum Daily Load (TMDL)** document regulating phosphorous in Lake Champlain from the EPA.
- Last month I highlighted our new preventative maintenance activities – crack sealing streets, saw cutting displaced sidewalks, and relining of water mains. It is part of an expanded preventative maintenance effort looking to reduce failures of our systems. Here are two metrics that demonstrate the benefit of this work:

	Sewer plugs	Potholes
FY'14	127	219
FY'15	125	213
FY'16 (projected)	90	177